HAND-BOOK

OF

THE CIRCULAR ORDERS

AND

NOTIFICATIONS

OF THE GOVERNMENT OF INDIA

AND OF THE GOVERNMENT OF BENGAL

APPLICABLE TO THE CIVIL AND CRIMINAL COURTS

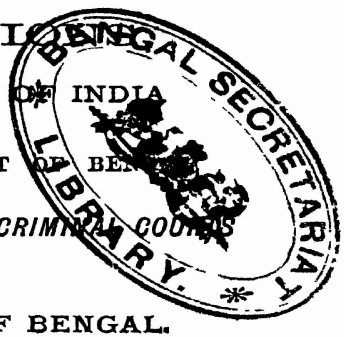
IN THE

LOWER PROVINCE OF BENGAL.

From January 1858 to March 1882.

BY

A SARRISHTADAR.



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PREFACE.

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1. The compiler of this hand-book has often experienced, in the course of his duties, much difficulty in tracing out particular circulars among the numerous scattered circulars of the Government of India and the Government of Bengal and he has reason to believe that the same inconvenience has been felt more or less by others whose duties require them to consult the Government Circulars.

2. To remedy this inconvenience is the object of the present compilation. It embraces all the Government Circulars and Notifications applicable to the civil and criminal courts which have been published in the Gazette of India and the Calcutta Gazettes, between the 19th March 1858 and the 2nd March 1882. A brief abstract of the contents of each circular and notification is given in chronological order and the consecutive numbers prefixed to the abstracts are referred to in the index which has been arranged according to subject.

3. In order to make the compilation more useful the local High Court's Circulars on cognate subjects have been referred to in foot-notes.

4. This compilation was submitted for the approval of Mr. T. Smith, District Judge of Burdwan and Mr. H. W. Gordon, District Judge of Tirhoot and to both these gentlemen the compiler's best thanks are due for their kind patronage.

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HAND-BOOK
OF
THE CIRCULAR ORDERS
AND
NOTIFICATIONS.

1. Resolution No. 5681, *dated, September 28th* 1858. C. G. *dated 17th Nov.* 1858 *p.* 2325.

It is left to the Heads of Offices, subject to the orders of their own Government, to grant, at their discretion, casual leave of absence from office in case of sickness, death of near relatives, &c., on condition that the local Government shall see that the discretionary power to be placed in the Heads of Offices is not abused.

[By Notification No. 12, dated, March 19th 1858, C. G. Part I, p. 492, (which has been cancelled by the above) the number of days for which casual leave could be given to uncovenanted servant was limited to 15 in the year.]

1A. Notification No. 309, *dated, February 6th* 1860, C. G. Part I *p.* 287.

When a Servant of Government is committed to prison, either for debt or on a criminal charge, he should be considered as under suspension from the date of his arrest, and not allowed to draw any pay until the termination of the proceeding against him, when an adjust-

ment of his allowances will be made according to the circumstances of the case, the full amount being given only in the event of the officer being acquitted of blame, or (if the imprisonment was for debt) of its being proved that the officer's liability arose from circumstances beyond his control.

1B. NOTIFICATION, *dated, January 7th* 1862, C. G. PART I *p.* 87.

In the Districts of the 24 Pergunnas, Hooghly, Burdwan, Moorshedabad, Nuddea, Patna and Dacca, the trial by any Court of Session of all the offences defined in chapters VIII., XI., XVI., and XVII. of the Penal Code, shall be by Jury.

2. NOTIFICATION, *dated, March 28th* 1862, C. G. PART I *p.* 1286.

In all the Districts comprising the Assam Division the trial of all offences by the Court of Session shall be by Jury.

3. NOTIFICATION, *dated, May 27th* 1862, C. G. PART I *p.* 2041.

In the Districts named in Notification dated 7th January 1862, the trial by any Court of Session of the offences defined in chapter XVIII of the Penal Code, shall be by jury.

4. NOTIFICATION, *dated, October 13th* 1862, C. G. PART I *p.* 3416.

In the Districts named in the Notification dated 7th January 1862, abetments of, and attempts to commit

any of the offences, defined in chapters VIII., XI., XVI., XVII. and XVIII. of the Penal Code, shall be tried by Jury.

5. CIRCULAR, No. 1060T. OF 1864.

In all cases in which a person is sentenced to imprisonment in default of payment of Fine, if the fine be paid, immediate information thereof should be given to the Officer in charge of the Jail, so that the prisoner be not kept in illegal confinement.

6. ORDER OF THE GOVERNMENT OF BENGAL, No. 1690 *dated, March 15th* 1864.*

In the case of an adult, the whipping shall be inflicted on the breech with a ratan not more than half an inch in diameter.

7. CIRCULAR ORDER, *dated, June 13th* 1865.

In Bengal the radius of the area of selection for jurors and assessors has been fixed at 20 miles in the Districts of Nuddea and Patna, and at 15 miles in other districts.

8. LETTER No. 5066, *dated, August 31st* 1865.

The duty of producing Civil prisoners before the Civil Courts belongs to the Civil Court peons.

8A. LETTER No. 5431, *dated, September 23rd* 1865.

Rules regarding the Safe custody of the offices where records are kept.

1st—The outer doors and windows of the Office, with the exception of the main door or entrance to the

* Instructions regarding the Whipping Act, VI of 1864. (See H. C Cri. C No. 2, dated 8th April 1864.)

Building, shall be furnished with good bolts, and the main door or entrance with a good lock or chain and pad-lock whichever may be preferred.

2nd. The doors, windows and openings in Record-rooms, with the exception of the main door or entrance, shall be supplied with iron gratings; and the doors and windows with secure bolts. The main door or entrance shall be supplied with a good lock.

3rd. As regards all other windows and doors, the former shall be furnished with bolts, and the latter with bolts, or locks as may seem preferable.

4th. These orders are not to affect those Cutcherries which the Commissioner or the Judge may consider sufficiently secured by their present fastenings.

9. LETTER No. 2020, *dated, September 6th* 1866.

Munsifs should have pankhas and pankha-pullers like Deputy Magistrates and Deputy Collectors.

10. CIRCULAR No. 5630A, *dated, October 18th* 1867.*

Inspectors and Sub-Inspectors of Police should be allowed to sit down when attending to the prosecution of cases.

11. NOTIFICATION, *dated, October 22nd* 1867, C. G. PART I *p.* 1620.†

(1.) All original wills presented to a District Judge, in accordance with the provisions of Sec. 244,

* It is not proper to allow the Police officer, who brought the prisoner, to be present while the confession is being recorded by a mohurir and to suggest questions to be put to the confessing prisoner. (H. C. Cr. C. No. 7, dated 30-7-73.)

† Copy of the Will annexed to the grant of probate is not liable to the usual charge for copies. (H. C. G. L. No. 8, dated 21st July 1881.)

Act X of 1865 (Sec. 62, Act V of 1881), and Probate or Letters of Administration of which have been granted, shall be committed to the care of the Head Clerk or other chief Ministerial Officer, who will cause copies of the same to be entered in a register and an alphabetical index to be prepared.

(2) Inspection of an original will shall be allowed only on the written order of the Judge, and shall take place in the presence of the officer who may have charge of the same.

(3) (a) Fee of one rupee shall be charged for the inspection of an original will.

(b) Fee of eight annas shall be charged for the inspection of copy of a will in the register.

(c) Fee of one rupee and copying and comparing fees shall be charged for copy of a will.

(4) A separate register shall be kept for the entry of all applications for copies or inspection of wills and registers.

See No. 66.

12. Resolution of the Government of India, No. 240, *dated, August 17th* 1868.*

Where regular courts exist in Native States, holders of decrees obtained in British tribunals must present them, themselves or by their lawfully constituted agents, for execution before such courts, and not apply for aid to the British representative. The question of

* Copies of decrees to be forwarded under section 223 C. C. P. at the expense of the decree-holders.—H. C. C. O. No. 20, dated, 4th September 1865.

reciprocity in the execution of decrees is one which the tribunals of the respective Governments must decide.

(a) Where there are no regular tribunals, the political representative will, as a general rule, abstain from putting any pressure on, or using his influence with, the Chief or the Durbar, in order to the execution of a decree obtained in British territory.

(b) Nor ought this determination to inflict any real hardship on claimants who successfully have resorted to the courts of the British Government for redress.

(c) When debtors resident in British territory, abscond into Native States, leaving either property or partners behind them, execution may at once be taken out against such property or partners; and in all cases where plaintiffs apprehend that a defaulting debtor may abscond, or may convey away his property, the provisions of C. C. P. regarding the attachment of property, while a suit is pending, afford a fair and adequate security against eventual loss by evasion or default.

(d) In a case in which a defaulting and absconding debtor possesses large means within the limits of native territories in which the default and evasion may be marked by acts of gross fraud and flagrant dishonesty, and in which, by deceit or artifice, he may have reduced the honest creditor to ruin, or have left him without the slightest prospect of redress; and where other peculiar circumstances render interposition on the part of the political officer expedient, the political officer may, when

applied to, most properly use his discretion in pointing out to the Chief and the Durbar the special circumstances which render intervention desirable, and may urge them to compel the defaulter to discharge his liabilities. In cases of remarkable difficulty or doubt, the political authority may, if he thinks fit, refer the matter to Government for orders before taking any action. But the course above indicated should be adopted only in cases distinguished by exceptional circumstances.

13. LETTER, *dated, August 22nd*, 1868 C. G. PART I *p.* 1509.

Whenever a Government Officer is judicially convicted of any offence, a copy of the decision should be sent to the Head of the Department in which he is employed, in order that such action in the case, as may be deemed proper, may be taken at once.

14. NOTIFICATION No. 2003, *dated, August 26th* 1868, C. G. PART I *p.* 1614.

If, after two instalments of privilege leave have been taken, any balance still remains untaken, such balance will not be allowed to be taken as a third instalment of the same leave, but will be added to, and dealt with as part of, any future privilege leave that may accrue.

15. NOTIFICATION, *dated, September 17th* 1868, C. G. PART I *p.* 1614.

The system of trial by Jury in the province of Assam and in the District of Gowalparah, shall be

restricted to cases under Chapters VIII., XI., XVI., XVII. and XVIII. of the Penal Code.

15A. CIRCULAR MEMO. No. 73, *dated, December 3rd* 1868.

Medical officers should not recommend the removal of public servants from one station to another on the score of health. If a public servant is ill, he must be reported sick. If it be considered that the station in which he is serving is inimical to his constitution, and that he is likely to have better health elsewhere, he must still be reported sick and unfit for duty fo the time, and be dealt with accordingly.

16. LETTER, No. 1579, *dated, March 9th* 1869.

All Public servants arrested for debt or having recourse to the Insolvent Court, are to be deemed to have forfeited their appointments, unless their embarrassments have been the result of unforeseen misfortunes and have not proceeded from extravagant habits.

17. RESOLUTION, *dated, March 24th* 1869.

Prescribing rules regarding advances to public Officers in order to enable them to provide themselves with suitable dwelling houses in places where they are not available at reasonable rents.

For rules see C. G. page 1351, dated 13. 7. 70 & page 1670, dated, 6-9-71.

18. NOTIFICATION No. 2006, *dated, June 21st* 1869 C. G. PART I *p.* 1385.

Applications for leave should be submitted by Officers in letters, post-paid.

See No. 22.

19. CIRCULAR No. 2279, *dated, June 21st* 1869.

When a Sub-divisional Officer, who is also Sub-Registrar, moves about on tour and when no Officer other than the Moonsiff, is available to relieve him of the charge of the Registration Office, the District Registrar shall, after communicating with the Judge of the District and with his assent, appoint the Moonsiff to be Sub-Registrar during the absence of the Sub-divisional Officer, under Section 12 Act XX of 1866. (Act III of 1877.)

20. RESOLUTION No. 2409, *dated, July 2nd* 1869.

In certificates given to subordinates, their character and cause of dismissal or resignation should be fully stated.

21. NOTIFICATION. No. 1865, *dated, July 7th* 1869, C. G. PART I *p.* 1364.

Public officers are prohibited from incurring expenditure on account of printing at private presses.

22. NOTIFICATION No. 2237, *dated, July 26th* 1869, C. G. PART I *p.* 1448.

The ruling of the 21st June 1869 applies to the application by the officer requiring leave. Any such applications forwarded officially by superior Officers would be treated like any other official communications.

23. NOTIFICATION No. 2208, *dated, July 26th* 1869. C. G. PART I *p.* 1524.

Medical officers, other than Civil Surgeons, summoned to give evidence in a Criminal Court should

receive a fee of Rs. 16 in addition to the usual expenses payable to witnesses.

24. LETTER No. 3986, *dated, August 31st* 1869, C. G. PART I *p.* 1762

(a) Civil Surgeons should attend personally all Uncovenanted Gazetted Officers living at the Head Quarter station of the District.

(b) In any station where there is an apothecary, Assistant Surgeon, or Hospital Assistant, the duty of such officers should be to attend, at their own residences, the upper Subordinate Grades of Government servants, including clerks, whose appointments are not gazetted.

(c) As regards Government servants of inferior grades, Dispensaries and General or Civil Hospitals are provided for them at most stations. The servants of Government employés should also be treated at those Dispensaries or Hospitals.

(d) In all cases of emergency or of great danger or difficulty, the attendance of the Civil Surgeon should be given when applied for by the Subordinate Medical Attendant.

See No. 44.

25. CIRCULAR, *dated, October 4th* 1869.

All sentences of capital punishment shall be carried out at the Sudder Station, unless it be otherwise ordered in the warrant. The spot at which the execution is to take place shall be fixed by the Magistrate of the District and shall generally be at such distance from habitations that no annoyance need be caused to the public by the

spectacle. No execution should take place within the jail walls, and no attempt should be made to give any thing of a private character to the execution, but at the same time undue publicity should not be courted. To this end the early morning should be the time selected for execution. The prisoners in the jail should not be made to attend. The medical officer should attend throughout the execution. The body should hang for one hour, and should not be taken down until the medical officer declares life to be extinct.

26. LETTER No. 1437R, *dated, October 29th* 1869.

All casualties among subordinate judicial officers should be reported to Government and to the Accountant General, Bengal.

27. NOTIEICATION No. 2344, *dated, November 17th* 1869

The orders contained in resolution dated March 24th 1869 have been extended to ministerial officers.

28. CIRCULAR No. 1, *dated, January, 16th* 1870.

The security bonds of ministerial officers, which require frequent exmination and testing by the local authorities are to be left with such authorities.

29. CIRCULAR No. 8, *dated, May 28th* 1870.

No stamp duty is chargeable on affidavits made solely for the purpose of enabling any person to receive a pension or charitable allowance.

30. NOTIFICATION No. 2031, *dated, June 16th* 1870.

Officers in charge of Jails are required to give all proper facilities to prisoners for drawing up petitions of appeal, or for getting them drawn up by other prisoners,

or by their legal advisers or friends. It is however no duty of the Jail establishment to draw up such petitions.

30A. CIRCULAR No. 59, *dated, June 17th* 1870.

Collectors should make all payments on accout of local taxes on public buildings ; the bills of the local fund or municipality being countersigned by the departmental officer concerned, and forwarded as a Sub-Voucher with the monthly detailed bill, which would be admitted as usual on the countersignature of the commissioner.

31. CIRCULAR No. 63, *dated, June, 24th* 1870.

Smoking in any Court building, civil or criminal ; is prohibited.

32. CIRCULAR No 84, *dated, October 18th* 1870.

The proper channel through which a Magistrate or court of Session, should obtain the orders of Government in regard to the disposal of criminal lunatics under Secs. 390 and 394 of Criminal Procedure Code (Secs. 426 and 430 of Act X of 1872) is to report the case direct to Government with a history of the facts.

33. NOTIFICATION No 47, *dated, January 6th* 1871. I. G. PART I *p.* 4.

Bonds and other instruments executed by salaried officers of Governmet to secure the due performance of their duties are exempted from the fees chargeable under the Court Fees Act, 1870, Schedule II No. 6.

34. CIRCULAR No. 24, *dated, May 11th* 1871.

Pankha-pullers are allowed from the 15th March to 15th October of each year—but European Officers may be allowed pankha-pullers to the 1st November, when really necessary. Judges and Commissioners may be allowed pankha-pullers from 1st March to 15th November whenever required.

35. NOTIFICATION No. 2004, *dated, 14th July* 1871, I. G. PART I *p.* 525.

Remits the fees chargeable under Schedule 1, article 11 of Court Fees Act 1870, in respect of probate of wills or letters of administration, in so far as such wills or letters of administration relate to property which a deceased person was possessed of or entitled to, not beneficially but as a trustee for any other person or persons. Provided that this remission shall not extend to cases in which a trustee has the power of appointing or otherwise conferring a beneficial interest in the trust property.

36. CIRCULAR No. 48, *dated, August 12th* 1871.*

Pending a reference to Government, the lunatic should be detained either in the Jail, Hospital, or in the Lunatic Asylum, where there is one, at the discretion of the Magistrate.

36A. CIRCULAR No. 25, *dated, September 12th* 1871.

When a public officer in civil employ rents a Government building, the officer in charge of the building may

* Finding in case of acquittal on the ground of being lunatic &c. (see H. C. C. C. O. No. 22 dated 10-12-64 and L. No. 955 dated 17-8-67)

inform the Accountant General of the amount of rent payable on account of it and the Accountant General should make arrangements for deducting the rents from the officer's salary. If, when the officer leaves his station, any rent is still due from him, the fact should be stated in his last pay certificate, so that it may subsequently be recovered.

37. CIRCULAR No. 58, *dated, October 30th* 1871.*

Whenever any officer, enlisted Soldier or Sepoy is sentenced in any criminal court to a fine of Rs 200 or upwards, or to imprisonment otherwise than in default of payment of fine not amounting to Rs. 200, the Court should *proprio motu* send a copy of its final order to the superior of the person convicted.

38. CIRCULAR No. 46, *dated, October 31st* 1871.

The acquisition of land by or in the name of the wife of any Subordinate Judicial Officer is for all Government purposes considered to be the same as acquisition by the officer himself.

39. NOTIFICATION No. 3264, *dated, 22nd December* 1871, I. G. PART I *p.* 1013.†

Local Government may rule that, in cases where adhesive stamps alone are used to denote any fee chargeable under the Court Fees Act, the stamp used shall be a stamp of value equal to the fee required; and that if there be no stamp of the exact value, then the

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* Convictions of Military Employe should be intimated to Military Department (H. C. C. C. O. No. 6, dated 17-7-71)

† When a stamp of the full value is available, parties ought to use as small a number of stamps as they can. 16, W. R. 152.

first stamp shall be of the next lower available value, and the margin shall be made up by stamps similarly selected.

N.B. See No. 98.

40. CIRCULAR No. 73, *dated, December 28th* 1871.

District Judges can, without reference to Government, entertain a ministerial establishment for an additional Munsif on the same scale as that of other Munsifs.

41. CIRCULAR No. 5, *dated, January 29th* 1872.

Scales and weights are to be purchased in the local markets and bazars.

42. CIRCULAR No. 7, *dated, February 5th* 1872.

All revenues and receipts should be paid without deduction into the Treasury and credited in gross in the accounts; and any expenditure that may be incurred, should be always met from money drawn from the Treasury, and should thus appear in the accounts. The practice of crediting net receipts after deduction of expenditure is prohibited.

43. CIRCULAR No. 11, *dated, February 11th* 1872.

Commissioners of divisions, Judicial Commissioners of Chota Nagpore and Assam, Magistrates, Deputy Commissioners and District Judges are *ex-officio* visitors of all jails, district and central and of lock-ups within their jurisdiction. Joint Magistrate or Assistant Commissioner may be deputed by Magistrate or Deputy Commissioner to visit the Jail &c.

44. CIRCULAR No. 27, *dated, May 23rd* 1872.

Civil medical officers called in to attend on Govern-

ment officers at their own residences are bound to visit them at all reasonable times, without charge, except under certain circumstances for travelling allowances.

45. CIRCULAR No. 31, *dated, June 20th* 1872.

Rules regarding leave and allowances to Government servants summoned by private parties as witnesses.

(a) If Government servants are summoned to attend as witnesses in any Civil Court, they must report the fact to Government if they are Gazetted Officers, or to the heads of their departments if they are ministerial officers. The Government or the head of the office will decide whether he should have casual leave or leave without pay and whether a substitute should be entertained.

(b) The heads of all offices must see that when Government servants attend a court in their own districts, the public service does not suffer and the witness benefit.

(c) The allowances except their travelling expenses paid to such witnesses should either be used to provide a proper substitute or be credited to Government.

N. B.—See No. 51.

46. CIRCULAR No. 3G, *dated, June 21st* 1872.

When a person is selected for appointment to an office conditionally on passing the prescribed medical examination, no fee is to be taken by the "commissioned medical officer," or by the "medical officer-in-charge of a Civil Station" who may hold such examination.

46A. CIRCULAR No. 19, *dated, July 2nd* 1872.*

All Government officers should submit all applications for the erection of new buildings, repairs, alterations, &c., to the proper civil department with full explanation as to the necessity in each case. Where the work is a minor one, or where there can be no doubt of its being sanctioned, a plan and estimate can be obtained from the Executive Engineer before coming up to Government; but in case of large works and expenditure, or where there is a chance of Government refusing sanction, a detailed and explanatory application should be sent up without regular plans or estimates, but with such rough plans and suggestions as to cost as can be supplied by the officers themselves, or as the local works officers may be able to give. In sending up plan and estimate, it must always be stated why the works are required.

47. CIRCULAR No. 20, *dated, July 6th* 1872.

No one is to be appointed to any post or to be promoted to the higher posts who does not write a thoroughly good hand.

48. CIRCULAR No. 8R, *dated, July 9th* 1872.†

Application for privilege leave should be submitted through the Accountant General to Government.

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* Applications for construction of new Court houses or for repair of buildings should be submitted direct to Govt. (H. C. C. O. No. 6, dated, 24-4-76.)

† Judicial officers, when applying for privilege leave, should state in their applications whether or no they were prevented from availing themselves of any, and if so, what portions of the three previous vacations, by reason of having to remain at their posts on duty. (H. C. C. O. No. 13, dated, 22-6-82.)

Such applications should be submitted to the High Court through the Accountant General, and the officers making such applications should note what vacation

49. CIRCULAR No. 9R, *dated, July 18th* 1872.

District Judges, in forwarding applications for privilege or other short leave from Subordinate Judges, should submit proposals as to the way in which the applicant's duties are to be carried on during his absence.

49A. CIRCULAR No. 45, *dated, July 30th* 1872.

All officers in charge of Government buildings, on which old rates may be reassessed or new rates may be imposed, shall, on the occasion of any assessment or reassessment, scrutinize and, if necessary, challenge the valuation of such buildings or the assessment imposed upon them. When any such valuation or assessment is finally settled, whether for a first time or on a revision of assessment, the officer in charge will report the circumstances to his immediate superior, who after scrutiny will exercise his discretion whether to accept the valuation and assessment or to submit the matter to Government. When the officer in charge has no immediate superior, he must make his report direct to Government.

50. NOTIFICATION No. 2025, *dated, August 15th* 1872, I. G. PART I, *p.* 782.

Local Government may sanction refunds of stamp duty when the estimate of the assets of an estate is

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leave they may have had during the previous three years. (H. C. C. O. No. 33, dated, 1-11-73.)

An application for privilege leave should not be made more than six weeks before the leave is wanted. Section 78, Rule 18, P. 169 C. L. Code.

shewn to have exceeded the amount on which the Court Fees Act says that duty shall be paid, viz. the actual value of the property in respect of which the letters of administration are granted.

51. NOTIFICATION No. 4788, *dated, December 31st* 1872, C. G. PART I, *p.* 133.

When a public officer is called away from his duty to give evidence in any court the pay and allowances admissible to him during the period of his absence shall be debited to the department which would bear the charge if the officer was on duty.

52. CIRCULAR No. 90, *dated, January 7th* 1873.*

Government pleader should have access to the records of all criminal appeals and all cases committed to the Sessions.

53. CIRCULAR No. 1, *dated, January 10th* 1873.

Security bonds given on plain paper by ministerial officers are exempted from payment of Registration fees.

53A. CIRCULAR No. 6, *dated, January 13th* 1873.

Whenever a Judge thinks that the sentence he is forced to pass in any case is unduly severe, he ought to recommend to Government remission of the sentence at the time of passing judgment.

See No. 54A.

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* Govt. pleaders to have access to records of Sessions trials for the purpose of Medico-legal Reports (H. C. Cr. C. O. No. 10. d. 22-9-68.)

Magistrates and District Supdts. to be allowed to inspect records of Sessions Trials. (H. C. Cr. C. No. 5, d. 21-9-80.)

54. NOTIFICATION *dated, January* 21*st* 1873, C. G. PART I *p.* 152.

In trials by Jury before the Court of Session, in which a European (not being a European British subject) or an American is the accused person or one of the accused persons, the Jury shall consist of 5 persons in the following districts, and of three persons in other districts.

Burdwan,	Midnapur,
Hooghly,	Howrah,
24-Pergunnahs,	Moorshedabad,
Dacca,	Patna,
Shahabad,	Tirhoot,
Sarun and Chumparun,	Moonghyr,
Bhaugulpore,	Cuttack.

54A. CIRCULAR No. 17, *dated February* 10*th* 1873.

Judges should defer their application to Government for a remission of sentence, until the result of any appeal that may be made to the High court is known, or the time for preferring such appeal has elapsed.

55. CIRCULAR No. 6. *dated, February* 11*th* 1873.

Public officers are prohibited from employing public servants in making purchases, or in any private matters involving the receipt or expenditure of money.

N.B. See No. 64.

56. CIRCULAR No. 25, *dated, February* 10*th* 1873.

Rules of arbitration by Public officers.

(a) No public officer shall act as an arbitrator

unless authorized by his immediate superior or unless directed by a competent Court.

(b) No public officer shall act as an arbitrator in any case which is likely to come before him in any shape in virtue of any judicial or executive office which he may be holding.

(c) No public officer acting as arbitrator at the private request of disputants, shall accept any fees.

(d) Public officers acting as arbitrator by appointment of a court of law may accept such fees as the court may fix.

57. NOTIFICATION *dated, February 24th* 1873, C. G. PART I *p.* 259.

In the District of Beerbhoom the area of selection for jurors of European or American birth has been declared to be conterminous with the limits of that district.

58. CIRCULAR No. 2J, *dated, March 28th* 1873.

All applications for leave made by Sub-Judges and Judges of S. C. Courts are to be submitted to Government through the High Court.

59. CIRCULAR No. 45, *dated April 8th* 1873.

Public officers may act as private arbitrators in cases in which there is no legal and formal arbitration having legal force. They should however act under the directions of their superiors.

60. RESOLUTION No. 2041, *dated, April 15th* 1873.

District Judges are not to estimate for the binding of Acts for the use of Munsifs in the contingencies of those officers as these binding charges are estimated for by the Legislative department.

61. NOTIFICATION, No. 2504, *dated, April 18th* 1873. I. G. P. I. *p.* 379.

In cases in which stamp duty has been paid on Probates or Letters of Administration in respect of the gross assets of the estates of deceased persons, refunds of the duty may be made by the Chief Executive Revenue Authority under the Local Government in each Presidency or Province, if he thinks right, in respect of such portion of the assets as is actually applied in discharging the debts of the deceased.

62. CIRCULAR No. 56, *dated, May 8th* 1873.

All offices must be open not later than 11 A.M. punctually.*

62A. LETTER No. 2341, *dated May 12th* 1873.

The order contained in Circular No. 73 dated December 28th 1871 (No. 40) extended to Additional Subordinate Judges.

63. CIRCULAR No. 6 G. S. *dated, May 30th* 1873.

Prescribes amended form of application for privileged leave.

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* Judges should be on the Bench at 11 o'clock A.M. except where it is usual to hold morning sittings (H. C. C. O. No. 11, dated, May 31st 1873.)

Application for PRIVILEGE LEAVE *of Absence under Section of the Civil Leave Code.*

Name of Officer and Appointment he holds.	Period of Leave applied for and date from which leave is required.	Last Leave and date of return there from.	Recommendations of superior Officers, with suggestions as to arrangements for the Absentee's work.
	For		

I do hereby declare that I have no intention of retiring from the Service, or of taking any fresh leave within three months of my return from the leave herein applied for.

(Signature of Applicant.)

The _____ 18 .

Report by Accountant General.

Deputy Acctt.-Genl., Bengal.

The _____ 18 .

No.

FORWARDED to the Accountant General for submission to Govt., with the usual report.

The _____ 18 .

64. CIRCULAR No. 69, *dated, May 31st* 1873.

Public officers when travelling upon duty may employ public servants to procure for them conveyance or necessary supplies but every vigilance is needed to prevent cheating and extortion.

65. NOTIFICATION *dated, June 4th* 1873, C. G. PART I *p.* 741.

In trials before the Court of Session in which the accused person is not a European or American, the Jury shall consist of 5 persons in all the districts to which the system of trial by Jury has been or may hereafter be extended.

66. CIRCULAR No. 73, *dated, June 4th* 1873.

The original wills shall be deposited in a fire-proof safe, which shall be kept in the office-room of the Head Clerk, or other officer to whom the safe custody of the Wills may have been entrusted.

Where the Court has no iron safe, the original wills may be placed in a small black tin-box, the key of which shall remain with the Judge and the District Registrar shall, if the Judge require him, lock up this box in his fire-proof safe, giving it up to the Judge on his written demand from time to time.

67. CIRCULAR No. 79, *dated, June 25th* 1873.

The undermentioned documents are exempted from court fees.

(a) Copy or translation of the charge furnished to an accused person under section 199 Criminal Procedure Code.

(b) Copies of depositions furnished to accused persons under section 201 of the said code.

(c) Copy of the judgment or order passed by a Criminal Court, and of a Judge's charge to the Jury, furnished under section 276 of the said code to any person affected by such judgment or order, provided that such person is in jail, or the Court for some special reason, sees fit to grant such copy free of expense.

(d) Copies of examinations of witnesses given to accused persons under section 357 of the said code.

(e) Copies of charges given to accused persons under section 446 of the said code.

(f) Copies of orders of maintenance given under section 538 of the said code.*

68. CIRCULAR No. 48, *dated, July 17th* 1873.

Every order issued by a court or office for the payment of money from a Government Treasury shall be in English, unless the presiding officer is not acquainted with that language.

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* Stamp duty is not chargeable on an application by a witness for the return of a document filed by him in obedience to a summons 15. W. R. 237.

A written statement tendered by a party to a suit at any time before or at the first hearing of the suit is not liable to any court fee, and may be written on plain paper (Sec. 110 Act XIV of 1882).

A written Statement called for by the court after the first hearing, is also exempt from stamp duty. Sec. 19 of Act VII of 1870. Nagu v. Yeknath I. L. R. 5. Bom. 400.

When the disbursing officer does not understand English and the officer ordering the payment does, the order for payment shall be both in the vernacular and in English.

69. CIRCULAR NO. 90, *dated, July 19th* 1873.

The payment of the expenses of complainants and witnesses in criminal cases need not be offered or made in every case. The courts are to have full discretion to make or not to make such payments. They should, however, actually offer it in all cases in which they think it right to pay at all, whether an application for payment is made or not.

70. CIRCULAR NO. 8 G. S. *dated July 21st* 1873.

Whenever the name of any pensioner or candidate for employment in the medical department, or any other individual is submitted in any roll or paper with the view of its eventually appearing in general orders, it shall be printed by hand in such a way that one letter can not be mistaken for another.

71. ORDER OF THE GOVT. OF INDIA, NO. 1763, *dated, July 24th* 1873.

After a case is decided, the record-keeper of every court is required to punch a second hole on each stamp, distinct from the first, and to note the date of his doing so at the same time. The second punching should not remove so much of the stamp as to render it impossible or difficult to ascertain its value or nature. If the hole

which was first punched is round, the second hole should be either square or triangular.

72. CIRCULAR No. 23, *dated, August 11th* 1873.

In all reports, proper names of persons and places that are not familiarly known or commonly used in official correspondence should be written in printed and not running character.

72A. CIRCULAR No. 98, *dated, August 14th* 1873.

Remissions of sentence under the mark system will be allowed on the recommendation of the Jail authorities, provided the Magistrate of the District to which the prisoner belongs, has no special reasons to urge against such remission being granted.

73. CIRCULAR No. 99, *dated, August 21st* 1873.

All ministerial officers are absolutely prohibited from purchasing, or taking any share in, or being in any way concerned in the sale of property which has been the subject of litigation, or has been seized in execution, in the court to which they are attached, or in any court subordinate to such court.

74. LETTER No. 682V.S., *dated, September 1st* 1873.

Draws attention to circular No. 15A, which prohibits Medical Officers from granting certificates to public servants for transfer to a better station on the score of health unless they are specially asked by Government so to do.

75. CIRCULAR No 107, *dated, September 2nd* 1873.

Native christians should be recorded as such in all Judicial proceedings without any reference to their former caste.

76. CIRCULAR No. 32, *dated, September 10th* 1873.

Government servants are prohibited from making public, or communicating to individuals without the previous sanction of Government, any documents, papers, or information which they may have become possesed of in their official capacity.

77. CIRCULAR No. 145, *dated, November 29th* 1873.

Any convict, under sentence of transportation who may have escaped from the Penal Settlement of Port Blair, should, on re-capture, be at once sent back to the Penal settlement to be dealt with there according to rule, instead of being committed to any Indian Court for trial.

See No. 88A.

78. CIRCULAR No. 147, *dated, December 9th* 1873.

The payment of the expenses of complainants and witnesses in criminal cases should not be restricted to budget allotments. In every case in which the Court thinks it right to pay the expenses of a witness or complainant the payment must be offered.

If the budget allowance be exceeded, a fresh assignment should be made on application; in the meantime no necessary payment should be withheld.

79. LETTER No. 5389, *dated, December 16th* 1873.

It is left entirely to the discretion of the Court to pay or not to pay the expenses of witnesses, and this discretion must be exercised without reference to the fact of their having appeared for the prosecution or defence. If the Judge believes that the witnesses were reasonably summoned without collusion or conspiracy on their part, he should pay their expenses, whether the prisoner is convicted or not.

80. CIRCULAR No. 1, *dated, January 10th* 1874.

Indiscriminate use of Indian words in English correspondence is prohibited.

81. ORDER OF THE GOVT. OF INDIA, No. 831, *dated, January 31st* 1874. *

Every Court and officer before whom a document requiring a stamp under the Court Fees Act is produced, is bound to see that the figure-head of the stamp is punched out and destroyed before taking action on the document.

82. CIRCULAR No. 3, *dated, February 5th* 1874.

All native officers signing bills or orders for payment of money should give their signatures in full [either in the English character, or in their own vernacular. (Circular No. 8 dated 16th March 1874.)]

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* Figure-head of Court fee stamps to be punched and the piece to be destroyed before any action is taken upon the documents to which the stamps are attached. (H. C. C. O. No. 5, dated, 24-2-74).

83. NOTIFICATION No. 929, *dated, 7th February* 1874.
I. G. PART I, *p.* 55.*

No public servant should draw travelling allowance for a journey taken from his Head Quarters to visit any place not more than 5 miles distant therefrom.

84. NOTIFICATION No. 1070, *dated, 12th February* 1874.
I. G. PART I, *p.* 110.

Court Fee leviable on applications for the deposit of rent not exceeding Rs. 15.

If the amount deposited exceeds		but does not exceed		Proper fee	
Rs.	As.	Rs.	As.	Rs.	As.
,,	,,	2	8	,,	1
2	8	5	,,	,,	2
5	,,	10	,,	,,	4
10	,,	15	,,	,,	6

85. RESOLUTION No. $\frac{13}{467}$, *dated, February 13th* 1874.

Government servants are prohibited from acquiring, or holding land within the province, with the administration of which they are concerned and from making investments which interest them privately in affairs or undertakings of the kind with which their public duty is connected.

86. CIRCULAR No. 8, *dated, March 7th* 1874.

In public accounts fractions of the anna should, as far as convenient, be avoided, but the column for

* Subordinate Judicial officers are not entitled to travelling allowance upon any transfer made at their request. (H. C. C. O. No. 27, dated, 23-7-80).

pies should not be altogether abolished. If such fractions occur in the earlier stages of the accounts, it is necessary to record them, but in the later stages they may be thrown out with advantage

86A. CIRCULAR No. 1 V.S.; *dated, April 1st* 1874.

Directs that officers hitherto called Sub-Assistant-Surgeons be in future styled "Assistant Surgeons."

87. NOTIFICATION No. 2623, *dated April 24th* 1874. I. G. PART I, *p.* 264.

(a) Whenever a grant of probate or letters of administration shall have been made in respect of any property forming part of an estate, the amount of fees then actually paid under the Court Fees Act, shall be deducted when a like grant is made in respect of property belonging to the same estate, identical with or including the property to which the former grant relates.

(b) Whenever a grant of probate or letters of administration shall have been made in respect of any property belonging to an estate, no fees shall be chargeable under the said Act when a like grant is made in respect of the whole or any part of the same property belonging to the same estate.

88. NOTIFICATION No. 2768, *dated, April 30th* 1874. I. G. PART I, *p.* 273.

When a plaint disclosing a reasonable case on the merits, is presented to any Civil or Revenue Court in such a form that the presiding judge or officer without

summoning the defendant rejects it, not for any substantial defect, but on account of an entirely technical error in form only, and so as to leave the plaintiff free to prosecute precisely the same case in another form against the same defendant or defendants, the value of the stamp on the plaint shall be refunded on presentation of an application to the Collector of the District in which the court is situated, together with a certificate from the Judge or Officer who rejected the plaint that it was rejected under the circumstances above described; and that the value of the stamp should, in his opinion, be refunded.

88A. CIRCULAR No. 22, *dated, May 27th* 1874.

The Police who have arrested a person upon the charge of having escaped from Port Blair will apply to the Magistrate before whom the accused has been brought for an adjournment to enable them to ascertain whether a warrant has been received from Port Blair for his recapture. Inquiry should be made at the Home Department of the Government of India, if no warrant has been received by the police of the Province in which the convict has been arrested. And in all cases of escape by a life-convict the Superintendent of Port Blair or other Magistrate having jurisdiction, as soon as the fact of escape is known, should issue a warrant charging him with having committed an offence under section 224, Penal Code, to the chief of the police of the Province or administration in which the convict is known or is likely to be found, and should also forward

a warrant forthwith to this department. If the warrant is forth-coming, the Magistrate by whom the case is being enquired into will decide whether there is any reason why the accused should not be removed in custody, under section : 170, Criminal Procedure Code, to the Magistrate at the Andamans who issued the warrant

89 CIRCULAR No. 5, *dated, July 6th* 1874.

When a ministerial officer is transferred from one Subordinate Office to another by the controlling departmental officer he is to get his pay during transit; but when he obtains permission from his superior officer to accept and take up an appointment in the ministerial establishment of another office, he gets no pay during transit.

90. CIRCULAR No. 21, *dated, August 17th* 1874.*

Every officer may apply for pension or gratuity before he has retired from service, but the application must be supported by a certificate signed by the head of the office to the effect that the officer is likely to retire within six months.

91. CIRCULAR No. 28, *dated, November 14th* 1874.

Prescribes the form of statement which is to accompany application for increase of establishment.

* Separate statements and letters should accompany each application for pension and gratuity. (H. C. C. M. No. 33 dated 25-11-63.)

Extract from Home Department of Govt. of India.			Name of charge.		Proposition.								Grounds of proposition.	Local Government's recommendation.	Orders of the Government of India.			
Number.	Date.	Office to which the proposition refers.	Present scale.	Proposed scale.	Permanent.		Temporary.								Home Dept.	Financial Department.		
					Increase per month.	Decrease per month.	Period.	Increase per month.	Period.	Decrease per month.	Remarks.	Orders.			Remarks.	Remarks.	Orders.	
			Rs.As.P.	Rs.As.P.	Rs.As.P.	Rs.As.P.		Rs.As.P.		Rs.As.P.								

92. CIRCULAR No. 8, V. S. *dated, December 29th* 1874.

An uncovenanted officer who has attained the age of 55 years is not to be allowed any leave other than privilege leave.

93. CIRCULAR No. 1 C. S. *dated, January 4th* 1875.

Government should be furnished regularly with extracts from annual reports to the High Court, bearing on the conduct and qualifications of Subordinate Judicial Officers.

94. NOTIFICATION No. 855, *dated, February 5th* 1875, I. G. PART I *p.* 62.

Whenever upon payment of the full fee chargeable under the Court Fees Act, a certificate of administration has been granted under Act XL 1858 or Act XX of 1864 and a fresh certificate is for any reason subsequently granted in respect of the same estate, no fees shall be chargeable upon the fresh certificate so granted.

95. CIRCULAR No. 19, *dated, March 19th* 1875.

In making references to Government under Sec. 272 Criminal P. C. the referring officer should clearly state the point or points on which an appeal is preferable.

96. CIRCULAR No. 22 *dated April 5th* 1875.

Bonds given by private parties as security for ministerial officers are exempted from payment of registration fees but those given by Batwaree Ameens are not so.

97. CIRCULAR No. 5 C. S. *dated, April 26th* 1875.

All judicial officers should report promptly to Government the dates on which they take leave and the dates on which they rejoin.

98. NOTIFICATION *dated, May 3rd* 1875.

C. G. PART I *p.* 537.

(1) When the exact amount of any fee chargeable under the Court Fees Act can be denoted by a single stamp, such fee shall be denoted by a single stamp, unless the Collector of the district, or officer in charge of a Sudder or Sub-divisonal Treasury, shall certify that such stamp is not in his stock: Provided that, when the fee chargeable does not exceed Rs. 75, the certificate above mentioned may also be given by a licensed vender of Court Fee stamps.

(2) When the amount of the fee cannot be denoted by a single stamp, or when the Collector or other officer has certified as aforesaid, the next lower stamp shall be used, and the deficiency made up by one or more additional stamps of such value, that the fewest possible number of stamps will make up the necessary amount.

99. NOTIFICATION No. 820, *dated, May 12th* 1875 I. G. PART I *p.* 231.

For the purpose of calculating travelling allowance, the distance between two stations shall be held to be the length of the shortest of two or more practicable route

between them or the cheapest of such routes as may be equally short, and the shortest route is that by which the traveller can most speedily reach his destination by the ordinary modes of travelling.

See No. 171.

99A. CIRCULAR No. 1717, *dated, May 22nd* 1875.

The following scale of Permanent Advances has been sanctioned for the undermentioned officers.

	Rs.	
For Commissoners	200	Without distinction of districts, but at the discretion of the Accountant General.
„ Judges	100	
„ Collectors	100	
„ Magistrates	200	
„ Jails (central and district)	200	
„ District school Committees	100	
„ District Superintendents of police up to	200	
„ Subdivisional Magistrates ...		Amount to be fixed by the District Magistrate and not to exceed Rs 150, except at Raneegunge, Rajmehal and Goalundo, where advances may be allowed up to Rs 250.

For Registration Department	...	A consolidated advance of Rs. 200 for each District Registrar.

100. CIRCULAR No. 16, *dated, June 4th* 1875.

Application for the grant of special pension or gratuity is to be submitted in triplicate.

101. CIRCULAR No. 37, *dated, August 3rd* 1875.

Judicial officers of one province should not be permitted to accept remuneration for executing commissions issued by courts of other provinces.

102. ORDER OF THE GOVERNMENT OF INDIA No. 3373, *dated, September 24th* 1875.

In the case of copies, certificates, or other similar documents liable to be stamped under the Court Fees Act, the Court or Office issuing them is required, before issue, to cancel the labels affixed to them by punching out a portion of the label in such a manner as to remove neither the figure-head nor that part of the label upon which its value is expressed; and as an additional precaution, the signature of the officer attesting the document, with the date, should be written across the label and upon the paper on either side of it.

103. CIRCULAR No. 59, *dated, November 22nd* 1875.

Under Section 7, Act XXXVI of 1858 all officers transmitting insane patients to lunatic asylums are required to furnish with them a statement containing

full particulars regarding such insanes according to the instructions laid down for the guidance of Magistrates on that subject.

104. CIRCULAR No. 19, *dated, December 7th* 1875.

No books should be purchased without the sanction of Government. Annotations of Acts are not to be supplied at the public cost.

105. CIRCULAR No. 2, *dated, January* 25th 1876.

In all cases in which whipping is the sole punnishment awarded, all judicial officers should make arrangements for having it carried out at once, at the Magistrate's office in communication with the Civil Surgeon or the native doctor of the station.

106. CIRCULAR No. 788, *dated, March 15th* 1876.

Security should be taken from subordinate officers who are entrusted with the disbursement of the public money.

107. NOTIFICATION No. 1561, *dated, March 17th* 1876.
I. G. PART I, *p.* 142.

A Gazetted uncovenanted officer, for whom no specific scale of travelling allowance is sanctioned, when temporarily absent from his head quarters on duty, may draw travelling allowance at 4 annas a mile.

108. CIRCULAR No. 19, *dated, April 7th* 1876.

All judicial officers should sign their names distinctly and legibly in all public documents.

109. CIRCULAR No. 20, *dated, April 7th* 1876.

In issuing a warrant for the execution of a sentence of death, the date on which the excution is to be carried out should not be less than 14, nor more than 21 days from the date of the issue of the warrant.

110. CIRCULAR No. 21, *dated, April 17th* 1876.

The cases which a first class Magistrate can adequately deal with should not be committed to the sessions, and second class Magistrates should resort freely to the procédure laid down in Sec. 46 CR. P. C.

Sub-Divisional officers may be vested with 1st class powers provided that they have passed the Higher standard examination in law and in vernacular language and have exercised 2nd class powers for upwards of one year and provided further that the District Judge, District Magistrate and Commissioner certify that they are fully competent to exercise such powers.

111. CIRCULAR No. 11, *dated, May 18th* 1876.

The purchase of Law books only will be sanctioned by Government.

112. CIRCULAR No. 29, *dated, June 9th* 1876.

The Superintendent of lunatic asylum should not return lunatics on the ground that the documents sent with them were not prepared in accordance with the prescribed rules. Should there be any infringement of the prescribed rules, he should submit a report to Government.

113. CIRCULAR No. 40, *dated, July 24th* 1876.*

All Government servants are generally prohibited from accepting from any person, presents, gifts, donations or rewards, pecuniary or otherwise. The prohibition of the receipt of presents does not extend to the receipt of a few flowers, or fruits, and articles of inappreciable value, although even such trifling presents should be discouraged.

114. CIRCULAR No. 42, *dated, July 28th* 1876.

Several teachers from one and the same institution should not be summoned on the same occasion to serve as jurors or assessors.

115. NOTIFICATION No. 3493, *dated, October 20th* 1876.
I. G. PART I, *p.* 552.

The travelling allowance of a non-Gazetted officer for joining a Gazetted office to which he is appointed, shall be that which he would draw if he were a Gazetted officer.

116. CIRCULAR No. 78, *dated, November 6th* 1876.

Estimates for petty repairs are to be submitted by the 1st November of each year.

117. CIRCULAR No. 3, V. S. *dated, December 11th* 1876.

Whenever a district officer considers it necessary to nominate a Munsif to be a member of either the Road-

* Public officers should not lend money to persons in their jurisdiction (H. C. C. M. No. 69 dated 25-10-44.) receive complementary addresses. (H. C. C. C. No. 148 dated 29-9-51.) or become guests of those who are interested in cases which may eventually be submitted to their decision (H. C. C. O. No. 7 dated 7-4-77.)

cess Committee or the Municipal Board, he should obtain the approval of the District Judge and the High Court to the nomination before submitting it for the sanction of Government.

118. CIRCULAR No. 1, *dated, January 24th* 1877.

Service books should be kept in English.

119. NOTIFICATION No 1457, *dated, March 8th* 1877. I G. PART I *p* 131.

When any public officer is compelled to leave a station, where there is no medical officer, in order to procure medical advice, he may draw travelling allowance at the ordinary rates to and from the station where the nearest civil medical officer is located. Bills for travelling allowance drawn under these orders must be countersigned by the medical officer consulted, who must certify that the journey was, in his opinion, absolutely necessary. Halting allowance may not be drawn while the officer is at the medical officer's station, and if the absence of the sick officer from his station be prolonged, he should be required to take leave on medical certificate

120. CIRCULAR No. 20, *dated, March 24th* 1877.

No appointments are to be made of Mohurrirs who are not acquainted with English.

121. CIRCULAR No 24, *dated, April 12th* 1877.

Rules of payment of expenses of complainants and witnesses in criminal cases.

I. The Criminal courts may pay the expenses of complainants or witnesses (1) in cases in which the prosecution is instituted, or carried on by, or under the orders, or with the sanction of Government or any Judge, Magistrate, or other public officer or in which it shall appear to the presiding officer to be directly in furtherance of the interests of public service ; (2) in all non-bailable cases, and (3) of witnesses in all cases in which they are compelled to attend under Sec 351 of the Criminal Procedure Code.

II. No payment shall be made to witnesses summoned at the instance of the complainant, under Sec. 361, unless the prosecution appears to the court, or Magistrate to be in furtherance of the interests of public justice.

III. As a general rule the allowances to be paid to complainants and witnesses shall be a diet allowance calculated at the following rates.

(a) For the ordinary laboring class of natives 2 annas per diem.

(b) For natives of higher rank 4 annas per diem.

(c) For Europeans and natives of superior rank according to circumstances up to a limit of Rupees 3 per diem.

IV. In addition to the above, charges for toll at ferries will be allowed at the authorized rates, to the extent to which they may have been actually incurred.

V. Other travelling expenses will be given only when the journey could not have been performed on

foot, or in the case of persons whose age, position and habits of life render it impossible for them to walk. In such cases travelling expenses should be given at the following rates.

(1) When the journey is by rapid dak, by road, the actual expenses incurred up to 4 annas per mile.

(2) Where the journey is wholly or partly by rail:

(a) For the ordinary class of natives actual railway fare by the lowest class.

(b) For natives of higher rank third class railway fare.

(c) For Europeans and natives of superior rank, second class railway fare.

(3) In the Eastern Districts of Bengal, where the only mode of travelling is by water, the actual expenses incurred for boat hire up to a limit of Rs 2 per diem.

VI. From the above rules are excepted:—

(1) Government servants who shall receive no diet allowance, but shall be entitled to actual travelling expenses only to an amount not exceeding what they would be entitled to for the journey under the rules ordinarily applicable to officers in the departments to which they belong.

(2) Witnesses following any profession, such as medicine or law, to whom a special allowance shall be given, according to circumstances:

VII. Officers will be held responsible that parties of witnesses are brought to court together, as far as

possible so as to save expense. The hire of more than one boat shall not be allowed in one case, unless the presiding officer is satisfied that the witnesses could not have arranged to come together.

VIII The number of days for which diet allowance should be granted will be fixed by the presiding officer.

IX A table shewing the distance of each Thana from the Sadar, and Subordinate station and the intermediate ferries &c. should be kept in each station.

122. NOTIFICATION No. 451, *dated, May 11th* 1877. I. G. PART I, *p.* 216.

An officer who, while absent from duty on privilege, leave or examination leave, is transferred to a new station, may draw travelling allowances for the journey direct from the place in India where the order reaches him, to his new station, at the rate (if any) to which he would have been entitled if he had been on duty; provided that the allowances thus drawn shall not exceed the total sum which he might have charged for the journey direct from his old station to his new one.

122A. CIRCULAR No. 8, *dated, June 28th* 1877.

No public officer should draw allowances for house rent while he is occupying public premises.

123. CIRCULAR No. 41, *dated, July 4th* 1877.

The rule of not retaining an apprentice if he fails to get an appointment after 5 years, does not apply to copyists.

124. CIRCULAR No. 14, *dated, July 19th* 1877.

Halting allowance should not be drawn without the permission of Government except when the halt is on duty or on an authorized holiday. It should not be drawn for more than 10 days at one place unless a longer period is allowed by Government

125. NOTIFICATION No. 2041, *dated, July 20th* 1877.
I. G. PART I *p.* 382.

The following are exempted from Court Fees :

(a) Copies of all documents furnished under the orders of any Court or Magistrate to any Government advocate or pleader or other person specially empowered in that behalf for the purpose of conducting any trial or investigation on the part of Government before any criminal Court.

(b) Copies of all documents which any such advocate, pleader or other person is required to take in connection with any such trial or investigation for the use of any Court or Magistrate, or may consider necessary for the purpose of advising the Government in connection with any criminal proceeding.

(c) Copies of judgements and depositions required by officers of the Police Department for conducting appeals on behalf of Government before any Criminal Court.

126. CIRCULAR No. 47, *dated, July 21st* 1877.

Rural Sub-Registrars when summoned as witnesses in criminal cases are to be treated as professional

witnesses and special allowance shall be made under rule 7 clause 2 of Circular No. 24 dated 12th April 1877 calculated upon their average mothly commission.

127. NOTIFICATION No. 2127, *dated, July 27th* 1877. I. G. PART I *p.* 409.

The fee chargeable under the Court Fees Act on plaints filed in suits for possession of immovable property under section 9 of the Specific Relief Act No. I of 1877, shall be one half of the amount prescribed in the scale of fees for plaints mentioned in Schedule I article I of Act VII of 1870.

127A. CIRCULAR No. 9, *dated, July 27th* 1877.

Rules regarding the occupation &c. of Circuit house.

I. Circuit houses are primarily intended to accommodate Commissioners and Judges on circuit. The other officers named in the revised list appended to this Resolution are also privileged to occupy them free of charge when travelling on duty; but no officer is entitled to take up his residence in a circuit house at the station which is his head quarters, except after obtaining sanction in the manner described below.

II. Subordinates of the Public Works Department can only be permitted to occupy circuit-houses under exceptional circumstances and for as short a period as possible. The rent to be realized from the subordinates of the Public Works Department should vary with their rank according to the scale noted in the margin, as laid down in clause 18,

Supervisors,	1st grade	Rs. 15	monthly
ditto	2nd „	„ 10	„
Overseers,	1st „	„ 7	„
ditto	2nd and 3rd grade	6	„

section 2, chapter IV of the Code of Regulations for the Public Works Department.

III. Circuit houses are under the immediate charge of the Magistrates of the districts in which they are situated, and the Magistrates are responsible for their proper maintenance, and for the observance of the rules regarding them.

IV. The rents received from the casual occupants of circuit houses, and the pasturage fees and other proceeds from the grounds, should be credited to Government; and all expenditure that may be required by Magistrates for keeping the houses and grounds in proper order, and maintaining the furniture and equipments, should be met from allotments in the budget. District Magistrates should, therefore, make provision for such expenditure in their annual estimates.

V. [The repairs to circuit-houses will be executed by the Public Works Department of this Government under the quadrennial system, as explained in that Department Resolution No. 235 A, dated 25th February 1878, but any petty repairs which may be required during the intervals between quadrennial repairs should be executed under the orders of the Magistrate, and paid for from the allotment made to his district for " petty constructions and repairs." (Cir. No. 39, dated, 19-9-78.)]

VI As difficulty is sometimes experienced by new comers in obtaining house accommodation at some

stations, the Government has no objection to the temporary occupation of circuit-houses in such cases on payment of rent; but no arrangement shall be made for letting out any part of a circuit-house without the sanction of the Commissioner of the division, who will carefully bear in mind, and give effect to the principle, that the accomodation and convenience of officers entitled to the use of the building is the first consideration. It must be made a well-understood and special condition with every person who may be allowed to occupy a circuit-house, on any terms for his own convenience, that he must distinctly undertake to provide accomodation for officers, who are entitled to it on the shortest notice, and at whatever inconvenience to himself, when such officers make short visits to out-station. He must also be prepared to vacate the circuit-house when the Commissioner, or any other authorised officer, wishes to pay a prolonged visit, bringing his office, &c, with him.

VII. It being an object that residents of stations should occupy circuit-houses only so long as they are really unable to procure adequate accommodation elsewhere, the rent to be charged to such persons should be fixed at least 25 per cent. higher than the rent paid for similar accomodation at the station; the same prinple will be applied when resident officers are allowed to occupy portions only of circuit-houses.

VIII. It is the duty of the Commissioner of the division to see that the authority vested in him by Rule VI to allow residents of stations to occupy circuit

houses only in cases of real emergency, is not abused. As a rule, the Commissioner of the division, in exercising the discretion allowed him, should restrict it, if possible, to single men; for if a married man occupies the circuit-house, the condition as to making way for an inspecting officer becomes practically nugatory.

IX. Commissioners are to submit to Government Quarterly returns showing the persons to whom, and the terms on which, the circuit-houses of the district in their respective divisions have been leased under these rules.

X. In all matters connected with circuit-houses, the Magistrates are under the Control of the Commissioner as much as they are in all other branches of their executive charge.

* Revised List of officers privileged to occupy circuit-houses free of charge when travelling on duty.

Secretary to the Government of Bengal, Public Works Department.

Assistant Secretaries to the Government of Bengal, Public Works Department.

Commissioners of Divisions.

Judicial Commissioner of Chota Nagpore.

Zillah Judges on circuit.

Additional Judges on circuit.

Chief Engineer to the Government of Bengal.

Assistants to the Chief Engineer to the Government of Bengal.

Superintending Engineers.
Executive Engineers.
Assistant ditto.
Deputy Examiner of Public Works Accounts.
Assistant ditto.
Accountant-General, Bengal.
Examiner of Public Works Accounts.
Assitant Examiners of ditto ditto ditto.
Stationary Commssioner.
Conservator of Forests.
Assistant Conservators of Forests.
Inspector-General of Police.
Deputy Inspector-General of Police.
Director of Public Instruction.
Inspectors of schools.
Post-Master General.
Superintendents of Post offices and Examiners of Postal accounts.
Inspector-General of Jails.
Surgeon-General, Indian Medical Department.
Deputy Surgeons-General, Indian Medical Department.
The Archdeacon.
Chaplains on duty.
Inspector General, of Registration, Lower Provinces.
Inspectors of Registration offices.
Deputy Commissary-General.
Political Agent, Hill Tipperah.
Superintendents of the Telegraph Department.

Assistant Superintendents of the Telegraph Department.

Superintendent of Jail manufactures.

„ of Vaccination.

Deputy Superintendent and Remembrancer of legal affairs.

Divisional Superintendent of District Works.

Deputy Post Master General.

Examiner of Local Accounts.

128. CIRCULAR No. 36, *dated, August 24th* 1877.

Judges should submit budget estimates to the Accountant General on or before the 15th September and Magistrates to the Commissioner on or before the 20th August of each year.

129. CIRCULAR No. 18, *dated, September 22nd* 1877.

An officer of 55 or 60 years of age should not be compelled to retire on pension if he be effecient for discharging his duties.

130. NOTIFICATION No. 3399, *dated, September 27th* 1877 I. G. PART I, *p.* 571.

In calculating travelling allowances at mileage rates fractions of a mile shall be omitted from the calculation.

131. CIRCULAR No. 54, *dated, November 21st* 1877.

Heads of departments are to see that the Register of contingent charges is duly kept and the instructions on the subject are strictly carried out.

131A. CIRCULAR No. 19, *dated, November 29th* 1877.

No charge shall be entered in any contingent bill for any other than State telegrams. Charges for telegrams must be supported by receipts from the Telegraph Department, showing that they have been classified as State telegrams.

132. CIRCULAR No. 56, *dated, November* 30*th* 1877.

Stationery should remain in the custody of a responsible and trustworthy officer.

133. CIRCULAR No. 1, *dated, January* 14*th* 1878.

There is no rule against summoning several officers from the same station for giving evidence at the same time, but upon proper application being made in each case their convenience shall be duly considered.

134. CIRCULAR No. 2, *dated, January* 22*nd* 1878.

Service books should be kept in English in all offices of which the head officer is acquainted with English.

134A. CIRCULAR No. 2A, *dated, February* 11*th* 1878.

Deputation allowance of an uncovenanted officer deputed to a distance for a long period on special duty should not exceed Rs 3 a day with travelling allowance.

See No. 142C.

135. CIRCULAR No. 9, *dated, March* 11*th* 1878.

Annual reports on the validity, of securities filed by ministerial officers of civil courts should be forwarded to Government.

136. LETTER No. 1295, *dated, March 13th* 1878.

Budget estimate "for petty construction and repairs" should be submitted not later than the 1st of November in each year.

137. CIRCULAR No. 4 A, *dated, March 21st* 1878.

Local Government may permit halting allowance to be drawn for halts exceeding 10 days. The restriction to 10 days' halt also applies to "extra tentage."

See No. 160B.

138. CIRCULAR No. 9, *dated, April 17th* 1878.

Prescribes rules for the submission, receipt and transmission of memorials and other papers of the same class to H. M. the Queen Empress of India or to the Secy. of State for India by private persons or by officers in civil employ.

The following rules are prescribed for the submission, receipt, and transmission of memorials and other papers of the same class, addressed to Her Majesty the Queen, Empress of India, or to the Right Hon'ble the Secretary of State for India, by private persons or by officer of all civil departments.

N.B.—These rules do not in any way affect or supersede orders issued on the same subject by the military authorities for the guidance of the Army.

I. No memorial will be received or attended to unless forwarded as hereinafter prescribed.

II. Every memorial should be accompanied by a letter requesting its transmission to the authority to which it is addressed.

III. Every memorial addressed to Her Majesty or to the Secretary of State for India should be forwarded through the local Government under which the writer is residing or is employed.

IV. Memorials to Her Majesty or to the Secretary of State from persons in the Madras and Bombay Presidencies should be forwarded direct by the local Government, with a full statement of facts and an expression of opinion, except in the case of memorials which relate to any rule or standing order of the Government of India, or which, if granted, would cause expenditure for which the Imperial and not the local Government would be primarily responsible, or which relate to any legislative proceeding of the Governor-General in Council. Such memorials should be forwarded with a covering letter containing a full statement of facts and an expression of opinion to the Government of India in the department having cognizance of the subject-matter of such memorial, by which department the memorials will be transmitted to the Secretary of State.

V. Memorials to Her Majesty or to the Secretary of State from persons in Bengal the North-Western Provinces and Oudh, or the Punjab, should be forwarded by the local Government, with a full statement of facts and an expression of opinion, to the Government of India in the

Appeals by private persons from the orders of Lieutenant-Governors lie, in the first instance, to the the Governor-General in Council. An appeal to the Secretary of State will lie only in the event of an appeal to the Governor-General in Council having been rejected.

proper department for transmission to the authority addressed.

VI—Memorials to Her Majesty or to the Secretary of State from persons in the minor Administrations—the Central Provinces, British Burma, Berar, Mysore, Coorg and Assam—should be forwarded with a full statement of facts and an expression of opinion by the Chief Commissioner, or other officer charged with the administration of the province, to the Government of India in the proper department for transmission to the authority addressed.

In these minor Administrations also appeals by individuals from the orders of the Chief Commissioners, &c., lie, in the first instance, to the Governor-General in Council and thereafter to the Secretary of State.

VII. No limit is fixed to the time within which an appeal from an order of the Governments in India must be preferred to the Home Government, except in the case of appeals from a judicial decision in which the Judge is a political officer and in which the appeal ordinarily lies to Government in the Political Department. Such appeals must be preferred within a period of twelve months from the date of communication to the persons concerned of the order to which objection is taken,

When a judicial decision of the nature reffered to has been communicated to the party or parties concerned before the 31st July 1877, he or they may appeal from such decision within 18 months from date.

VIII.—Memorials may be transmitted either in manuscript or in print but must, with all accompanying documents, be properly authenticated by the signature of the memorialist on each sheet.

IX.—Memorials, together with their accompanying documents should be in English. If the accompanying documents must necessarily be forwarded in the vernacular, an English translation should be appended, which should be attested by the signature of the memorialist.

N.B.—It will be well for the transmitting office to examine such translations, and, if they are found to be incorrect or faulty, to notice the fact in sending on the memorial.

X.—It is not necessary that memorials should be forwarded in duplicate or triplicate. The originals will invariably be transmitted to England, a copy being made and retained by the Government of India, if necessary, for record.

XI.——As a general rule, the transmission to England of a memorial duly forwarded through the proper channel will not be delayed by the transmitting Government in India beyond a month after the receipt of such memorial.

XII. [When a memorial is an appeal against an order of the Government of India, confirming a decision of a local Government regarding the dismissal, removal or reduction of a Government servant whose salary was not more than Rs. 250 a month.] (Circular No. 9, dated 5th February 1879.)

XIII. The Government of India may withhold the transmission of a memorial addressed to Her Majesty or to the Secretary of State unless the memorialist has

previously memorialised the Government of India and the local Government concerned on the same subject.

XIV. A list of memorials withheld under the discretionary power conferred by Rule XII will be forwarded quarterly to the Government of India in the case of memorials withheld by local Governments under the same discretionary power, and by the Government of India in the department concerned to the Secretary of State.

139. CIRCULR No. 13A, *dated*, ***May*** *1st* 1878.

Printed forms should be used for applications for furlough. Should manuscript copies be used in cases of emergency, printed copies are to follow as soon as possible.

140. NOTIFICATION No. 423, *dated*, ***May*** *10th* 1878.
I. G. PART I, *p.* 301.

The rule prohibiting the grant of travelling allowance to a public officer transferred from one substantive appointment to another, when the transfer is accompanied by promotion, does not apply if the monthly pay of the officer, when he is transferred, is not more than Rs 400, and the immediate addition to it, in consequence of the transfer, is not more than Rs 50.

141. CIRCULAR No. 20, *dated*, *June* 27*th* 1878.

In the discharge of claims against Government payment should be made down to pies.

142. Resolution No. 945B, *dated, July 22nd* 1878.

Rules regarding the accommodation for Pleaders and Mukhtars, and for offices &c of Municipalities and District Roadcess Committees in the neighbourhood of cutcheries at muffussil station.

(a) The site of the building, its plan &c. should be approved in the Secretariat P. W. D. before the question of its construction is entertained.

(b) Before the commencement of the erection of the house, the parties shall have to enter into an agreement binding themselves and their successors to maintain such house in proper repair at all times as may be required by the Superintending Engineer.

(c) In the event of the house not being properly repaired as mentioned above, or of its being devoted without the permission of Government to other purposes than for which it was originally erected, or of its not being used for sixmonths for its original purpose, such house shall become the property of Government and the parties shall not be entitled to any compensation there-for.

(d) Neither the parties nor their sucessors &c. shall have any right or interest in the ground on which the house is built and they shall in addition to the rent provided in para 6, pay all taxes whether leviable on land-lord or tenant with the exception of land tax.

(e) The house may be removed at any time on payment by Government of its value as fixed by the Superintending Engineer.

(f) When accommodation is afforded to pleaders &c in any Government building, its rent, as may be fixed by the Superintending Engineer, shall be paid in advance every month to the Executive Engineer.

142A. CIRCULAR No. 21A, *dated, September 6th* 1878.

The following Rules are prescribed to ragulate the allowances, while out of employ, of an Uncovenated officer dismissed from office or suspended from office, as a penalty for misconduct, or pending inquiry into his alleged misconduct.

I. Saving as provided in Rule III (ii), the salary of an officer who is dismissed, ceases absolutely from the date of his dismissal: no allowances may be granted to him for any period occupied in his prosecution of appeals against the order dismissing him.

II. Saving as provided in Rule III (ii), an officer suspended from office as a penalty for misconduct is entitled to no salary while he is absent from duty.

III. Subject to the proviso that, without the permission of the local Government, no expenditure in excess of what would have taken place if the officer had remained on duty, may be incurred.

(i) Subsistence allowance, at a rate not exceeding one quarter of his salary, may be granted by the authority suspending him to an officer removed from office pending inquiry into his alleged misconduct: Provided that, if the officer is a European, his subsistence allow-

ance should not commonly be less than Rs. 25 a month; if his salary be less than Rs. 100 a month, the rate may be increased accordingly.

NOTE.—The subsistence allowance is authorized as a matter of grace only and cannot be claimed as of right.

(ii) If the suspension of an officer as a penalty for misconduct is, upon reconsideration or appeal, held to have been unjustifiable or not wholly justifiable, or if an officer dismissed from office or suspended pending inquiry into his alleged misconduct is after inquiry, or upon reconsideration or appeal, reinstated, then the revising or appealate authority may grant to the officer, for the period of his absence from duty-

(1) if the officer is honorably acquitted,—full salary.

(2) otherwise,—such portion of his salary as to the revising or appellate authority may seem expedient.

142B. CIRCULAR No. 36, *dated, September 9th* 1878.

No officer in the Civil department shall draw an increased or changed rate of salary without preaudit or without a letter from the Accountant General authorizing him to draw it

142C. CIRCULAR No. 22A, *dated, September 12th* 1878.

The order contained in Circular No. 2 A, dated February 11th 1878 does not apply to cases for which the existing travelling allowance rules make provision, and does not therefore affect those rules.

143. Resolution No. 54, *dated, December 20th* 1878.

Extends the privilege of retaining punkha-pullers till the 1st November in each year to all gazetted heads of offices who are of European habits of life.

144. Circular No. 1, *dated, January 7th* 1879.

Information received by Government officers in their official capacity, whether from official sources, or otherwise, which is not from its nature obviously intended to be made public, cannot be treated as if it were at their personal disposal.

145. Circular No. 2, *dated, January 10th* 1879.

In intestate cases, the Judge, before passing an order for the payment of the sums claimed, should carefully read the police reports, the petitions and the other papers in the record and compare the statements therein made with the statements made by the witnesses.

146. Notification No. 260, *dated, January 17th* 1879, I. G. Part I, *p.* 62.

Each Local Govt. and each Department of the Govt. of India may sanction the grant, to an officer deputed to serve on a commission of special enquiry, assembled at a distance from his Head quarters of deputation allowance equal to one fifth of his salary up to a maximum of Rs. 10 a day, for the entire period of his absence from his Head quarters on such duty, in addition to actual travelling expenses.

147. CIRCULAR No. 5 *dated, January 20th* 1879.

Proper precaution should be taken not to appoint men at an advanced age.

148. CIRCULAR No. 9 *dated, February 5th* 1879.

Additional rules for the transmission of memorials to Her Magesty's Government.

N.B. See No. 138.

149. LETTER No. 665 *dated, February 8th* 1879.

Articles of clothing and other movable property belonging to house patients, who die intestate shall, after the procedure provided by Reg. V of 1799, has been followed, be sold and the proceeds thereof credited to the Dispensary Funds.

150. CIRCULAR No. 10 *dated, February 12th* 1879.

District Judges are empowered to appoint from time to time, an officer as special Commissioner for the purpose of administering oaths on affidavits to persons exempted from appearance in Court.

151. CIRCULAR No. 8 *dated, February 15th* 1879.

Service books should be kept by inferior servants as well as by ministerial officers.

152. CIRCULAR No 4A, *dated, February 25th* 1879.

Applications for furlough should ordinarily be made at least three months before the date from which an officer wishes his furlough to commence, and in every case, where this course is not followed, an explanation of the

circumstances under which the application was delayed, should accompany the application.

153. CIRCULAR NO. 5A, *dated, February 26th* 1879.

Officers in superior grades desirous of retiring on attaining the age of 55 years, should not be called upon to submit medical certificates, unless the head of the department entertains a doubt as to their health and efficiency.

154. NOTIFICATION No. 53J, *dated, March 7th* 1879.
I. G. PART I, *p.* 149.

Decrees of the Civil and Revenue courts of Cooch Behar may be executed in British India, as if they had been made by the Courts of British India.

155. CIRCULAR No. 17, *dated, March 12th* 1879.

In any court in the establishment of which no sweeper or farash is included, charges for sweeping or cleaning the court may be drawn in contingent bills, provided that the monthly charge under this head does not exceed Rs 2 in the case of any court in the divisions of Patna and Bhagulpore and Rs 3 in the other divisions of Bengal. The charge should be entered in the bill as for "sweeping and cleaning."

156. CIRCULAR No. 18, *dated, March 20th* 1879.

Judicial officers not stationed at the Presidency are to apply for a medical certificate in the first instance to the Civil Surgeon of the district to which they are attached; those stationed at the Presidency to the Principal of

the medical college. But those officers who desire such certificates for extension of leave, should apply, if in the interior, to the Civil Surgeon of the District in which they are living; if at the Presidency, to the Principal of the medical college, or if they are attending a hospital, to the Supdt. of the hospital. Medical officers to whom applications for certificates of this nature are made, should record their remarks on the back of the orders of Government granting the original leave. Such certificate should be granted in the prescribed from.

157. CIRCULAR No. 11A, *dated, March 27th* 1879.

Form of application for furlough.

APPLICATION FOR FURLOUGH.

188

To

THE

SIR,

I have the honor to submit this my application for permission to proceed to on furlough on* for under the Furlough Rules of 18

I enclose the prescribed medical statement of case, endorsed with the proceedings of the Standing Medical Committee.†

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* Here add "medical certificate," or "private affairs".

† To be omitted in applications for furlough on p. A.

I am aware that it is my duty to report (personally if possible) my arrival at, and deperture from, the port, to the Deputy Assistant Adjutant General there, both on proceeding on furlough and on my return.

That I must report the date of my departure on furlough, and the name of the vessel in which I embark, direct to the Military Department at Calcutta; and further, that I must take with me to England a copy of the order granting me furlough or leave to proceed in anticipation of furlough, and a-last pay certificate from the Presidency Pay Master.

In accordance with Section 13, para. 144, Bengal Army Regulations, I have intimated to the Controller of Military Accounts my intention to leave the country.

I have the honor to be,
SIR,
Your most obedient Servant

Forwarded.

N. B. Officers in charge of cash and stores must attach the certificates required by G. G. O. No 942 of 1874.

FURLOUGH and LEAVE STATEMENT of

Date of arrival in India

Service at Addiscombe

„ for Lucknow

FURLOUGH AND LEAVE.

NATURE OF	From	To	Years.	Days.	Authority, quoting G. G. O. or G. O. C. C.
FURLOUGH.					
LEAVE.					

3

STATEMENT OF SERVICE.

War Service.

N. B.—In the case of Officers who have not seen service in the field, 'No field service' is to be entered under this heading.

NATURE OF EMPLOYMENT DURING PEACE.

4

PEACE SERVICE—(*continued*).

PARTICULARS OF TRIALS BY COURT MARTIAL OR COURT OF ENQUIRY WHICH HAVE RESULTED UNFAVORABLY TO THE APPLICANT.*

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* An Officer is not required to refer to trials which have resulted in his acquittal, or to Courts of Enquiry which have exonerated him from blame; in all other cases a brief abstract is to be given.

† Signature of Commanding Officer or Head of Department.

158. CIRCULAR VO. 1, *dated, April 2nd* 79.

Candles are not to be supplied from the stationary office.

159. CIRCULAR No. 23, *dated, April 9th* 79.*

Rules for the maintenance and custody, while under attachment, of live-stock and other movable property above the value of Rs 20.

I. The attaching officer shall give the debtor, or in his absence, any present adult member of his family, the option of having the attached property kept on his premises, or in some other place in the village, on condition that a suitable place for its safe custody be provided by him.

II. If no such suitable place be provided, the officer shall remove the property to the Court at the decree-holder's expense. In the event of the decree-holder failing to provide the necessary funds, the attachment shall be withdrawn.

III. Whenever attached property is kept at the place where it is attached, the officer shall forthwith report the fact to the court, and shall, with his report, forward an accurate list of the property seized, such

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When the property attached does not exceed Rs. 20 in value it may be sold at once. If the debtor or the decree holder object on the ground that the property is worth more, the attaching officer may convoke a Punchayet for determining its proper value.

The cost of proclamation should be paid at the time of applying for attachment of all moveable properties of more than Rs. 20 in value. (H. C. C. O. No. 19 dated 28th April 1879.

that the Court may thereon at once issue the proclamation of sale prescribed by section 287. [In order to prevent long attachments of movable property, it will probably be necessary for the Court to make a rule that immediately on the receipt of notice of attachment, the Court shall require the decree-holder, if he has not already done so, to pay the costs of the proclamation of sale. It would probably be better that these costs should be required to be paid in with the costs of attachment, so that no delay may occur.]

IV. If the debtor shall give his consent in writing to the sale of the property without awaiting the expiry of the term prescribed in section 290, the officer shall receive the same and forward it without delay to the Court for its orders.

V. When property is removed to the Court, it shall be kept by the Nazir on his own sole responsibility in such place as may be approved by the Court. If the property cannot, from its nature or bulk, be conveniently kept in the Court premises, or in the personal custody of the Nazir, he may, subject to approval by the Court, make such arrangements for its safe custody under his own supervision as may be most convenient and economical, and the court may fix the remuneration to be allowed to the persons, not being officers of the Court, in whose custody the property is kept.

VI. When property remains at the place where it is attached in the custody of the attaching officer, and

any person other than the Judgment-debtor shall claim the same, or any part of it, the officer shall nevertheless, unless the decree-holder desires to withdraw the attachment of the property so claimed, remain in possession, and shall direct the claimant to prefer his claim to the Court.

VII. If the decree-holder shall withdraw an attachment, or if it shall be withdrawn under Rule II or Rule IX, the attaching officer shall inform the debtor, or in his absence, an adult member of his family, that the property is at his disposal.

In the absence of any person to take charge of it or in case the officer shall have had notice of claim by a person other than the judgment-debtor, the officer shall, if the property has been moved from the premises in which it was seized, replace it where it was found at the time of seizure.

VIII. Whenever live-stock is kept at the place where it has been attached, the judgment-debtor shall be at liberty to undertake the due feeding and tending of it under the supervision of the attaching officer; but the latter shall, if required by the decree-holder, and on his paying for the same at a rate to be fixed by the District Judge, and subject to the orders of the Court under whose orders the attachment is made, engage the services of as many persons as may be necessary for the safe custody of it.

IX. In the event of the judgment-debtor failing to feed attached live-stock, the officer shall call upon the

decree-holder either to pay for feeding it on the spot, or for the expenses attending its removal to the Court. If the decree-holder shall fail to provide for either, the officer shall report the matter to the Court without delay.

X. When attached live-stock is brought to Court, the Nazir shall be responsible for the safe custody and proper feeding of it, so long as the attachment continues.

XI. If there be a Government pound in or near the place where the Court is held, the Nazir shall be at liberty to place in it such attached live-stock as can be properly there kept, in which case the pound-keeper will be responsible for the property to the Nazir, and shall receive the same rates for accomodation and maintenance thereof as are paid in respect of impounded cattle of the same description.

XII. If there be no pound available, or if, in the opinion of the Court, it be inconvenient to lodge the attached live-stock in the pound, the Nazir may keep it in his own premises, or he may entrust it to any person selected by himself and approved by the Court. The Nazir will in all cases remain responsible for the custody of the property.

XIII. Each Court shall from time to time fix the rates to be allowed for the custody and maintenance of the various descriptions of live-stock with reference to seasons and local circumstances. The District Judge

may make any alteration he deems fit in the rates prescribed by Courts subordinate to him. Where there are two or more Courts in the same place, the rates shall be the same for each Court.

XIV. The officer deputed to attach moveable property should be furnished with a certificate stating the period for which the court-fee required under Rule I, Article 4, Parts II, III, IV of the Court Fee Rules, has been paid, and he shall give notice thereof to the judgment debtor or other person at whose instance he remains in possession at the place of attachment, and if such person shall desire that the property shall remain at that place for a longer period, he shall be bound to pay into Court in advance the further fee as required by Rule IV.*

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* When the officer, who effects an attachment under Section 269 C. C. P believes that the property attached does not exceed twenty rupees in value, he shall inform the debtor or, in his absence, any present adult member of his family, that it will be sold by Public Auction at once, without the issue of any proclamation under section 287. If the decree-holder or the judgment-debtor, or any person on his behalf objects to the adoption of the course, the attaching officer shall convoke a punchayet of not less than three respectable adult male inhabitants of the neighbour-hood, of whom ordinarily the head man of the village should be one, and shall require them to assess the value of the property. If they determine that it exceeds Rs. 10 in value, he shall deal with it under the rules, referred to in Circular No. 23 dated 9-4-79. Otherwise he shall forthwith proceed to sell it by auction, after giving to intending purchasers such reasonable notice as is possible under the circumstances of the case.

160. NOTIFICATION No. 996, *dated, June 6th* 1879.
I. G. PART I *p.* 403.

When a single sheet of impressed stamp paper is found insufficient to enable the entire instrument, (the duty of which does not exceed Rs. 500) to be written on the side of the paper which bears the stamp, so much plain paper may be subjoined thereto as may be necessary for the complete writing of such instrument; provided that in every such case the side of the impressed stamp paper which bears the stamp must be covered by a substantial part of the instrument before any part of the latter can be written on the plain paper joined to the impressed stamp paper. This permission does not extend to Hundis.

160A. CIRCULAR No. 38, *dated July 7th* 1879

No expenditure should be incurred from Public Funds without previous sanction of Government, on

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(b). At the time of making an application under section 230 C. C. P. for the attachment of the moevable property in the possession of the judgment-debtor, the decree-holder shall pay into Court the costs of issuing the proclamation of sale under section 287 of the same Code, unless the value of the property, is to be attached alleged by him not to exceed rupees twenty in value. In this case, if the value of the property as determined by the above rule is found to exceed rupees twenty, the Court shall require the decree-holder to pay the costs of the proclamation immediately on receipt of the notice of attachment (H. C. C. O No. 19 dated, 28-4-79.)

account of the defence of any Government servant. If officers of Government wish to employ private legal practitioners for their defence, they must do so at their own cost, and Government will not afterwards refund the expenses incurred.

160B. CIRCULAR No. 23, *dated, July 19th* 1879

Authorizes local Governments and Administrations to empower supervising officers to sanction relaxations of the rule laid down in Circular No. 14, dated 19th July 1877 in particular cases, and to exempt particular classes of officers from its operation in cases where they consider it absolutely necessary, annexing, in either case such conditions as may appear proper.

161. NOTIFICATION *dated, August 2nd* 1879.
C. G. PART I, *p.* 809.

Whenever a judgment-debtor is arrested in execution of a decree for money and brought before the Court under section 336 C.C.P, the court shall inform him that he may apply, under Chapter XX, to be declared an insolvent, and that he will be discharged if he has not committed any act of bad faith regarding the object of his application, and if he places all his property in possession of a receiver appointed by the court.

162. CIRCULAR No. 21, *dated, August 12th* 1879.

In all cases of punishment of Govt. Servants and especially of their dismissal, they shall always be given

a hearing before the final order is passed and a formal proceeding embodying the statements taken and the reasons of dismissal, shall invariably be recorded.

162A. CIRCULAR No 43, *dated, August 14th* 1879.

When a prosecution is instituted by a Judge or Magistrate, the officer charged should be allowed to defend himself, and Govt. will defray the cost in the event of his complete acquittal. In other cases the Head of the Department should decide in communication with the local officers, whether the case is such that the accused should be defended by Govt and, if so, the Govt. pleader should be instructed accordingly. When there is reason to believe that the officer is guilty, he should not be defended by Govt; but when the head of the Department and the local officers agree that he is being wrongly prosecuted by a private individual through revenge or malice, it would be unjust to leave the officer to defend himself.

163. CIRCULAR No 50, *dated, August 26th* 1879.

All ministerial officers in Judicial and Revenue offices are to submit every year to the head of their office, a statement in the following form showing the immoveable property held by them (including shares in any partnership or company doing business as a land mortgage bank.)

Return of Immoveable Property held by the Ministerial Officers of the Office of the of during the year 187 .

Name and designation of Officer.	Nature of property and extent of interest held. (NOTE. This includes immoveable property as well as shares in any partnership or company doing business as a land mortgage bank.)	District in which the property is situate.	In whose name held.	How acquired, whether by purchase, inheritance, or otherwise	When acquired.	Signature and certificate of the officer that he has no other immoveable property besides that mentioned in column 2.	Remarks by immediate superior. (NOTE.—If after the first return is submitted no fresh acquisition is made, the fact should be stated in the next year's statement.)

164. CIRCULAR No. 25A, *dated, August 29th* 1879.

The status of an officer holding an appointment substantively protempore shall be that of an acting officer, excepting only that he shall be entitled to the full pay of the appointment, and unless he has a lien on a permanent appointment, he cannot count his service towards leave and pension.

165. CIRCULAR No. 54, *dated, September 10th* 1879.*

An officer having official library under his charge will make over the care of the books to a particular clerk who will keep a list of the books and will be responsible to the head of the office for their good order and preservation. Govt officers shall not be allowed to take away the books but they can consult them at any time.

Whenever such officer makes over charge of his office, to another officer, the contents of the library must be made over very carefully and the receipts must be forwarded to the Commissioner; any discrepancy found at the time of making over charge must be made good by the officer who makes over the charge.

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* The Head Clerk should be librarian. A catalogue should be made. Books should be labelled with their numbers in the catalogue and marked with the office stamp. Receipts should be taken when books are required out of the library by any officer other than the Judge or Magistrate (H C. C. O. No. 20 dated 26-7-55 and No. 36 dated 30-9-78.)

The preceeding rules are applicable to subordinate Courts. Releiving officer should report the defect or damage of books to the Judge. (H. C. C. O. No. 3 dated 15-1-56).

166. NOTIFICATION No. 2863, *dated, September 20th* 1879. I. G. PART I *p* 609.

The resolution in No 3399, dated, September 27th 1877 prohibiting the grant of travelling allowance in the form of mileage for fractions of a mile applies to travelling allowance for journeys by railway as well as for other journeys, but under that resolution mileage should be disallowed only for any fraction in the total of a bill

167. CIRCULAR No. 60, *dated, September 21st* 1879*.

The rules for reporting, transmitting and disposing of intestate moveable property.

(a) In all cases in which intestate moveable property is taken possession of by the Police, the Police officer shall submit a report to the District Magistrate or to the Magistrate of the Division in the prescribed Form (1) [All such cases should be reported in that form unless a claimant has appeared to claim the property by reason of such relation-ship as *prima-facie* constitutes heirship-at-law to the deceased, and unless the fact of such a relationship is undoubted (circular No 28 dated 9th June 1880)]

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* Intestate cash received in Court must be paid into the Treasury at once On receipt of intestate property requisite entries must be made in the prescribed register by the Nazir These entries must be compared with Police chalan by Sarrishtadar and Accountant. Cash or sale proceeds must be put in deposit till the time arrives for paying them over to claimants or crediting them to Government. Sale account should be checked with the register by Sarrishtadar and Accountant (H. C. C. O. No. 11 dated 6-3-78.

Instructions regarding the disposal of intestate property of military men (see H. C. Cir, C. O. No. 57 dated 25-4-51.

(b) The report in Form, I, when received by the Magistrate, should be forwarded with a memorandum to the District Court.

(c) On receipt of that report, the District Judge will order either to sell the property on the spot and to remit the money, or to send the property itself to the Court.

(d) When the Police sell the perishable property in anticipation of order, or under orders of the Judge they should send triplicate accounts of the sale in the prescribed Form (II) to the Magistrate who will send one copy to the District Treasurer and two to the District Judge. Of the latter, one is to be returned with the Judge's signature to the police station where it was originally prepared.

(e) When the District Judge directs the property to be sent to the court, the Police will prepare a challan in the prescribed Form (III) in triplicate and send it to the Magistrate to be dealt with as in Rule (d)

(f) All money and valuables sent to the Judge should be remitted to the Treasury as soon as they reach the court and in the event of the Treasurer not receiving them within due time, he shall immediately report the matter to the Judge by a note at the foot of the daily advice list.

(g) Cattle, horses &c. should not be sold by the Police without the Judge's orders ; they should be placed in the nearest pound and the Judge should pass orders, as soon as he receives the report; the animal should,

when it is ordered to be sold, be disposed of, if possible, at a public market.

(h) The cost of keep in cases referred to in Rule (g) will be deducted from the sale proceeds and paid to the pound-keeper, and only the net proceeds will be remmitted to the Judge, as provided in Form (II). Similarly, the cost of transport of such intestate moveable property as is sent up to the District Court should be entered in the Challan, forwarding the property (from III). This cost should be paid at once from the amount to credit on account of property sold. In cases in which a claim to the property is afterwards judicially allowed the successful claimant will generally be required to satisfy the charge for transport, or for keep of animal before receiving the property or its proceeds.

See note to No. 145.

167A. CIRCULAR No. 27, *dated, October 2nd* 1879.

The use of the telegraph should be confined to cases of a really urgent-nature. Telegrams connected with the interests or convenience of individual officers, should not be sent on the public service, unless it is known without doubt that the interests of the public service require that they should be so sent.

168. CIRCULAR No. 29, *dated, October 7th* 1879.

Rules for pesentation of memorials by officers in the Civil employ to Government.

(*a*) Every officer wishing to address a memorial to Government shall do so separately and not in concert

with others, but the private interchange of individual opinions is not prohibited.

(*b*) No officer in the employment of Government may submit any memorial in respect to any matter connected with his official position in which he is not personally interested, except as the agent of persons unable to act in their own behalf. The personal interest referred to in this rule may be indirect.

(*c*) But any correspondence which the managers of Service Funds, as such, may have to conduct with Government is not forbidden.

169. CIRCULAR No. 4, *dated, October* 15*th* 1879.

Judges are authorised to sanction the purchase of candles when required for any of the offices subordinate to them and to debit the cost to the contingent allowance of each.

170. CIRCULAR No. 31 *dated November* 7*th* 1879.

Applications for Gazettes; for Pension, Leave and Acting Allowance Codes and Quarterly Civil Lists; for Acts of the Indian and Bengal Legislative Councils; for Indian Law Reports; and for Civil Account Codes are to be made to the Financial Department, to the Appointment Department, to the Legislative Department, to the Judicial Department and to the Accountant General respectively. Bengal Educational and Administration Reports are supplied from the Government Library.

171. NOTIFICATION No. 3725, *dated, November 8th* 1879. I. G. PART I *p.* 723.

Local Governments are empowered to relax in particular cases and subject to any appropriate conditions, the rule laid down in the Notification No. 820 dated, May 12th 1875 (99.)

171A. CIRCULAR No. 46, *dated, November 18th* 1879.

Local Governments and Administrations are authorised to grant allowances for the provision of office accommodation at their discretion upon the following conditions and restrictions.

I. If separate accommodation is provided, the allowance shall not exceed the actual rent paid for such accommodation.

II. If the officer provides accommodation for the office in his own house, the allowance shall not exceed half the rent paid by the officer if he rents the house, or half the rent, proper, of the house if it is his own property.

III. The allowance shall not exceed—

(i) any general or special departmental limit which is or may be prescribed by authority; or

(ii) what is ascertained in the Public Works Department to be a proper proportion of the rent of the house, jointly occupied, with reference—

(1) to the share of the accommodation occupied;

(2) to the injury to the house as a private residence from its partial occupation as a public office.

IV.—Except in the Forest Department, all grants for office accommodation, being in substitution for charges which must otherwise fall upon Provincial revenues, shall be recorded as office rent and charged to the Provincial Government

172. NOTIFICATION No. 3967, *dated, November 22nd* 1879, I. G. PART I *p* 74.*

Certain orders issued by the civil courts under sec. 244 C. C. P. have been declared to be "decrees" by sec. 2 of Act XII of 1879.

The court fee payable on appeals from such orders issued under sec. 244 C. C. P. shall be limited to the amount chargeable under art. 11 Sch. II of the Court Fees Act.

172 A. CIRCULAR No. 47, *dated, December 24th* 1879.

Every officer who is responsible for accounts should devote a certain time daily to their prompt and careful examination and despatch, so as to prevent arrears and to insure intelligent working on the part of the subordinates.

173. CIRCULAR No 4A, *dated, January 28th* 1880.

An officer travelling by Railway when he gives the certificate mentioned below is entitled to draw the amount of the charges so certified, provided that they do not exceed the amount of travelling allowance to

* This notification does not apply to appeals from orders rejecting plaints, or to appeals in certain miscellaneous cases, such as certificate and probate cases. (H. C. C. O. No. 6, dated 10th January 1880.)

which he would have been entitled if he had travelled in the class in which he is entitled to accommodation.

"I certify that I paid not less than the amount here charged in railway fares for myself, my family, my servant and my personal luggage."

174. CIRCULAR No. 5A, *dated, January 30th* 1880.

Rules regarding grant of advances to officers in civil employ.

(a) An advance of pay for the month in which the officer arrives in India and for the ensuing month up to Rs 1,000 may be made to any officer in the Civil department on arrival in India on first appointment, or on return from leave, or special duty out of India.

(b) The advance may be drawn under the orders of the Accountant General from any Treasury in India to be specified in such orders.

(c) Such advances as well as similar advances issued by the Home Government are to be recovered by monthly instalments of one third of salary.

175. CIRCULAR No. 5 *dated, January 31st* 1880.

Gives a list of abbreviated addresses to be used in State Telegrams.

175A. CIRCULAR No. 9A, *dated, March 8th* 1880.

Whenever the actual personal fare, including freight of personal baggage only, paid by any officer in the receipt of a fixed monthly or daily travelling allowance for a duly authorised journey on public duty by rail, steamer, or other public conveyance, exceeds his fixed travelling allowance for the day on which the journey is made, he

may for that day draw, in lieu of his fixed allowance, the travelling allowance to which he would have been entitled if he had no fixed travelling allowance. The words "public conveyance" in this rule do not include a palanquin, carriage, boat or other conveyance, hired for the special use of the officer, but a conveyance which plies regularly for the carriage of passengers on the journey for which the charge is made. These orders do not affect the numerous cases in which officers are entitled to convert a daily allowance to mileage.

176. CIRCULAR No. 11, *dated, March 22nd*, 1880.

Allotments for contract contingent expenditure in civil courts are to be controlled by District Judges.

177. NOTIFICATION No. 1431 *dated March 27th* 1880 I. G. PART 1 *p* 223.

Remits the fees, chargeable under the Court Fees Act on security bond for keeping of the peace by, or good behaviour of, persons other than the executants.

178. NOTIFICATION No 1397 *dated March 27th* 1880 I. G. PART 1 *p* 223.

An uncovenanted officer proceeding from one appointment in the public service to another is not entitled to travelling allowance unless he is permitted to draw pay or acting allowance for the period of transit.

179. CIRCULAR No. 15 *dated, March 29th* 1880.

Applications for extra budget grants should be submitted to Government through the Accountant-General in the form prescribed.

Application for an extra Budget Grant in the office of for the year 188 .

Budget head.	Assignment under the head for the year.	Additional grant now required.	Financial year in which the amount has been or is to be actually paid.	Explanation of cause of additional requirement.	Remarks by—		
					Commissioner.	Board, or other Head of Department.	Accountant-General.
1	2	3	4	5	6		8

Dated, the 18 .

180. CIRCULAR No. 18, *dated, March 31st* 1880.

No Government officer is to be permitted to serve under a Zemindar, even while he is on leave, unless the sanction of Government has been previously obtained.

181. CIRCULAR No. 20, *dated, April 6th* 1880.

Whenever any European dies leaving assets the Collector should report the fact to the Judge stating the amount and nature of the assets, so far as they may be known.

182. CIRCULAR No. 22, *dated, April 12th* 1880. *

Stamps should be examined and punched immediately, upon receipt of the documents and before they are filed.

183. CIRCULAR No. 2. *dated, May 8th* 1880.

Communications regarding changes of jurisdiction and boundaries and the preparation and supply of maps, village lists, &c., are to be addressed to the Secretary to the Government of Bengal in the Revenue Department.

184. CIRCULAR No. 21, *dated, May 14th* 1880.

An order for the abolition of an office or appointment shall not be brought into operation till the expiry

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*A copy of the Judgment in cases in which any document is found to be fraudulently stamped should be given to the Government pleader for prosecution of the parties concerned (H. C. C. O. No. 5, 25-3-76)

Unstamped or insufficiently stamped instruments executed before the present Stamp Act, 1879, came into force, should be dealt with according to the provisions of this Act (I of 1879) H. C. G. L. No. 14 d. 30-9-80.

Whenever the genuineness of a stamp is doubted, it should be forwarded to the Collector for examination and for reporting the result thereof. An examined copy of any document bearing a stamp which may be forwarded to the Collector should be retained, (H. C. C. O. No.8, dated 14 1880)

of three months after notice has been given to the officers whose services are to be dispensed with on such abolition.

185. CIRCULAR No. 28, *dated, June 9th* 1880.

Substitutes a revised rule for Rule 1 (in Circular No 60, dated, 21st September 1879)

N. B. See No. 167.

186. CIRCULAR No. 29, *dated, June 10th* 1880.

When the value of the property left by a European British subject who dies intestate is less than 1,000 Rs, the District Judge may give an order for the sale of such property after a reasonable time has elapsed. The proceeds of sale should be remitted to the Judge who should place them in the Treasury.

187. CIRCULAR No. 44, *dated, August 31st* 1880.

Commitment records should be forwarded to the Judge at least 7 days before the day fixed for the hearing of the case.

188. NOTIFICATION No. 2642, *dated, September 4th* 1880. I. G. PART I, *p.* 433.

In applying any rule which forbids the grant of travelling allowance in two forms for the same day, the day shall, in the absence of an order of the Government of India to the contrary, be held to be 24 consecutive hours.

189. CIRCULAR No. 49, *dated, September 9th* 1880.

Form of bond of security of ministerial officers :—

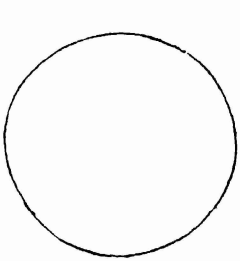
Know all men by these presents, that we A. B. of (principal) and C. D. of and E. F. of (sureties) are bound to the Secretary of State for India in the sum of Rs to be paid to the said Secretary of state his successors or assigns, for which payment we bind ourselves and each of us, and any of us, and our and each of our heirs, exeutors, and administrators, and every of them jointly and severally by these presents, sealed with our seals, signed and dated this day of 188 .

Whereas the above-named Secretary of State for India, has agreed to take the above bounden A. B. into his employ as of Court in the district of upon the said A. B. and the above bounden C. D. and E. F. entering into a bond in the above mentioned sum of Rs with such conditions as are hereunder written for the faithful discharge by the said A. B. of his duties as as aforesaid [*and whereas* the above bounden A. B. being in sole possession of certain properties situate in has by a deed expressed to be of even date with these presents assigned (or mortgaged) such properties with the knowledge of the said C. D. and E. F. to the said Secretary of State for India, and deposited the said deed with the of as collateral security for the faithful discharge of his said duties, to be held on the like conditions of this bond] :—

If such collateral security is taken, Section 141-Contract Act, must be kept in view.

Now the condition of the above-written bond is such that if the said A. B. shall from time to time, and at all times hereafter, so long as he shall hold the said office of duly and regularly account for and pay to the Secretary of State for India, or to any person or persons who may be appointed for the purpose, all moneys which shall come to his hands, and in every other respect, fully and faithfully perform and discharge the duties and obligations which from time to time shall devolve on him in such capacity as aforesaid. Then in such case the above-written bond [and the mortgage or assignment hereinbefore mentioned] shall be void, otherwise the same [and both of them] shall remain in full force.

Signed.



Witnesses.

190. CIRCULAR No. 52, *dated, Sepetmber 18th* 1880.

Circular regarding the revision of ministerial establishments of Civil Courts.

191. CIRCULAR No. 53, *dated, October 5th* 1880.

Mat, screens and partitions are not to be erected in verandahs of Court houses.

192. CIRCULAR No. 43, *dated, November 4th* 1880.

Special provision is to be made in the budget allowance for the remuneration of copyists.

193. CIRCULAR No 54, *dated, December 8th* 1880.

Careful attention should be given to the rules in the Civil Pension Code about the preparation and submission of the pension papers and applications for pension should be disposed of speedily.

194. LETTER No. 5292, *dated, December 21st* 1880.

Judges' Nazirs appointed before the 18th September 1880 will continue to draw their increments annually, but those appointed after that date biennially.

194 A. CIRCULAR No. 23A, *dated, December 22nd* 1880.

Prescribes rules regarding the grant of travelling allowance to officers in Civil employ for journey by sea or on a river.

195. CIRCULAR No. 20, *dated, January 6th* 1881.

Applications for Cowell's Law Reports and Indian Appeals should be addressed directly to the Judicial Department of Government.

196. CIRCULAR No. 5 J, *dated, January 25th* 1881.

Ministerial officers of Civil Courts should draw their pay at the rate they were drawing previous to the issue of Government Circular No 52 dated 18th September 1880. Those newly appointed or transferred from appointments of which the pay is not above the minimum of the appointments to which they are transferred, will enter their new appointments on the minimum salary.

197. LETTER No. 8984J, *dated, January 24th* 1881.*

Indents for printed forms prescribed by the Board, Accountant General of Bengal, High Court and Bengal Government (Excutive Department) should be sent to the Stationery office on or before the 10th February, 10th March, 10th June and 10th December of each year, respectively. An account of the expenditure of printed forms should be carefully kept. Supplementary intendents may be submitted in the smaller form with an explanation of the reason for the extra demand.

198. CIRCULAR No. 8 *dated, February 7th* 1881.

Rules about the submission of applications for additions to, or alterations in ministerial establishment.

(a)—The letter of application shall be submitted direct to the Secretary to Govt. in the Department which has to deal with the case.

(b)—The tabular statement (prescribed by Circular No 28 dated 14-11-74) shall be submitted direct to the Accountant-General.

(c)—The last paragraph of each letter of application shall state that the tabular statement has been forwarded to the Accountant-General's office, for verification of the present scale of establishment.

(d)—On each tabular statement there shall be an endorsement to the following effect :—

Forwarded to the Accountant General for verification of the present scale and for submission to

* Indents for authorized judicial forms should be submitted to the Supdt. of Stationery annually in June. Emergent indents can be submitted at any time of the year. Such indents should go through the High Court (H. C. C. O. No. 17 dated 12. 7. 81.)

Government The letter of application No. dated the has been submitted to the Secretary to the Government of Bengal, in the Department

199. CIRCULAR No. 8 J, *dated February 10th* 1881

English copies of Acts and Bills and important circulars should be circulated to all English knowing munsifs

200. CIRCULAR No 11 J. *dated, March 1st* 1881.

Authorizes all Commissioners and Judges to sanction the purchase of clocks for office use at a cost not exceeding Rs 25 each, provided that the charge be met from the Contingent allowance.

201. CIRCULAR No 10 *dated, March 7th* 1881.

The following form of certificate should be attached to the travelling allowance bills of ministerial officers in Bengal when absent on duty from head-quarters

" Certified that the officer named in the bill has been authorized, for public reasons to travel (by dak or cart or boat as the case may be.) "

202. RESOLUTION No. 2A, *dated, March 18th* 1881.

An officer who is not lower in rank than the principal district officer in the department concerned, may grant to an officer under orders of transfer, an advance not exceeding his one month's pay and also not exceeding the amount of expenditure which he is likely to incur by reason of his transfer. Such an advance should be notified upon the officer's last pay certificate, and recovered from his salary in three equal instalments.

203. NOTIFICATION No. 17J., *dated April 1st* 1881.

Applications for probate and letters of administration may be received by the High Court, all District Judges and such Judicial officers as are appointed District delegates.

204. CIRCULAR No. 19J, *dated, April 12th* 1881.

There should be only one copying establishment in each district for all the Civil Courts at the Sudder

Station, the establishment should be attached to the District Judge's Court and be placed under a comparing clerk.

205. CIRCULAR No. 20J, *dated April 12th* 1881.

The travelling expenses of police officers attending criminal courts as witnesses or prosecutors, will be paid by such courts under section 421 Act X 1872 In these cases the expenses will be calculated not from the boundary, but from the Head Quarters of the jurisdiction of the police officers concerned, except when the presiding officer of the court may see reason to rule other-wise.

206. CIRCULAR No. 21J, *dated, April 14th* 1881

If an officer is transferred to a progressive appointment from an office on fixed pay, the amount of which exceeds the minimum of the progressive appointment, he may begin his service in the progressive appointment, upon his former pay; further increments in his pay being calculated as if he had been transferred to the progressive appointment on its minimum pay.

207. NOTIFICATION No. 67 *dated, April 16th* 1881 I. G. PART 1 *p* 165.

Authorises the payment to the heirs of a deceased officer of the salary due to him to the extent of Rs 200 in each case, after such inquiry into the rights and title of the claimants as the Collector or other officer responsible for the payment may deem sufficient Any excess over that amount should be paid only to the person duly authorised to receive assets belonging to the Estate of the deceased.

208. CIRCULAR No. 22 J *dated April 20th* 1880.

Prescribes a form of report to be submitted to Government by District Judges regarding intestate property lying unclaimed in their hands for 12 months from the date of the issue of proclamation.

List of unclaimed intestate property under the seal of the Judge's Court of *for which usual notice has been served but no one has appeared within the prescribed time.*

Name of deceased.	Date of proclamation.	Property.	Estimated value.			Total.			Remarks.
			Rs.	As.	P.	Rs.	As.	P.	

209. CIRCULAR *No.* 13, *dated May* 27*th* 1881.

(1.) Directions for addressing letter to the several departments of the Bengal Secretariat.

(2.) Letters on the following subjects should be addressed to the Secretary to the Government of Bengal in the General Department :—

1. Marine.
2. Education.

(Gazetted appointments in the Marine and Education Departments are dealt with in the Appointment Department.)

3. Calcutta Port Trust.
4. Inland Emigration.
5. Colonial Emigration.
6. Miscellaneous, *i. e.* all correspondence regarding—

Ecclesiastical returns.
Church establishments.
Cemetery ditto.
Act XV of 1872 (the Indian Christian Marriage Act).
Act III of 1872 (an Act to provide a form of marriage in certain cases).
Death returns of European uncovenanted officers.
Orphans.
Circuit-houses.
Zemindari dâk.
Supply of provisions to troops *en route*.

Newspapers and periodicals.
Books and stores from England.
Volunteer Corps (except the Calcutta and East Indian Railway Corps).
Miscellaneous subjects not mentioned in the lists of other departments.

(3.) Letters on the following subjects should be addressed to the Secretary to the Government of Bengal in the Revenue Department:—

1. Land Revenue, including—
   Survey and settlement of all Government estates.
   Wards', Attached and Government estates.
   Land acquisition for Post and Revenue offices.
   Settlement of Government waste lands.
   All other miscellaneous questions connected with land revenue.
2. Miscellaneous Revenue, including—
   Opium.
   Salt.
   Customs.
   Forests.
   Famine.
   Jurisdiction and boundaries.
   Archæology.
   Photography.
   Language.
   Exhibitions.
   Museums.

Fairs.
Zoological Gardens.
Geology.
Minerals.
Meteorology.

(4.) Letters on the following subjects should be addressed to the Secretary to the Government of Bengal in the Financial Department:—

1. Provincial Services and Local Fund estimates and accounts.
2. Staging-bungalows (to be submitted through the Public Works Department).
3. Pensions and gratuities (except those payable from the Calcutta Police Superannuation Fund, which should be addressed to the Judicial Department).
4. Treasury establishments and treasure.
5. Coinage and currency.
6. Defalcations and losses of public money.
7. Stationery and printing.
8. Road cess.
9. Public Works cess.
10. License-tax.
11. Excise
12. Stamps.
13. Supply of Gazettes.
14. Gazetteers.
15. Agriculture and Horticulture, including Botanical Gardens.

(5.) Letters on the following subjects should be addressed to the Secretary to the Government of Bengal, in the Medical and Municipal Departments:—

1. Medical, including—
   - Vaccination.
   - Insánes (non-criminal).
   - Lunatic Asylums.
   - Dispensaries and Hospitals.
   - Lock-hospitals.
   - Medical Service.
   - Epidemics.
   - Medicines.
   - Blind and Incurable Paupers.
   - Indian Medical Gazette.
   - Extra budget grants for Medical Institutions.
   - Pay and allowances of non-gazetted Officers.
2. Municipal, including—
   - Municipal Acts.
   - Ditto Bye-laws and Rules.
   - Ditto Taxation and Assessments.
   - Ditto Loans, Advances, and Grants.
   - Ditto Appointments and Resignations.
   - Transfer of roads from the charge of Municipalities to that of Road Cess Committees.
   - Transfer of proceeds from pounds and ferries to Municipalities.
   - Acquisition and disposal of lands.
   - Audit of Municipal Accounts.
   - Defalcations and losses of Municipal Funds.

3. Sanitation—
   Vital statistics.
4. Ferries.

(6.) Letters on the following subjects should be addressed to the Secretary to the Government of Bengal in the Statistical Department:—

1. Census.
2. Trade and traffic.
3. Weather and crop reports.
4. Prices-current of food-grains, &c.

(7.) Letters on the following subjects should be addressed to the Secretary to the Government of Bengal in the Judicial Department:—

JUDICIAL.

1. Civil Courts and Establishments.
2. Criminal Courts and Establishment.
3. Legal business of Government.
4. Appeals and petitions against judicial orders and sentences.
5. Extradition.
6. Criminal tribes and criminal lunatics.
7. Riots and disturbances.
8. Vagrants and vagrancy returns.
9. Benches of Magistrates.
10. Honorary Magistrates.
11. Pleaders and Mooktears.
12. Registration of Mahomedan marriages and divorces and appointment of Marriage Registrars.

13. Rewards for the destruction of wild animals and venomous snakes
14. Exemption from personal attendance in Civil Courts.
15. Boundaries of cantonments.
16. Extra budget grants of Judicial and Magisterial officers (through the Accountant-General).
17. Extention of Acts or sections of Acts for Judicial purposes.
18. Intestate property.
19. Law Books, Law Reports, Chronological Tables and Bengali Almanacs.
20. Inquests.
21. Infanticide.
22. Car festival.
23. Mail robberies.
24. Counterfeit coins.
25. Inspections of Steam-boilers and prime-movers.
26. Conduct of Judicial officers.
27. Judicial forms.
28. Quarterly returns of criminal business.

POLICE.

1. Police establishments generally.
2. Crime reports and returns.
3. Arms ammunition, and equipment.
4. Guards and escorts.

5. Buildings and lands required for police purposes.
6. Changes in the jurisdictions of police stations and outposts.
7. Cattle pounds.
8. Municipal Police budgets.
9. Rewards to Police Officers.
10. Travelling allowances of Police Officers.
11. Ghatwali and other service lands.
12. Railway and colliery accidents.
13. Pensions and gratuities payable from the Police Superannuation Fund.
14. Working of the Arms Act.
15. Working of the Village Chowkidari Act.
16. Police Gazette.
17. Police Forms.

(8.) Letters on the following subjects should be addressed to the Secretary to the Government of Bengal in the Political Department:—

POLITICAL.

1. Affairs of the Nawab Nazim of Bengal ~~and~~ and the Nizamut.
2. Governor-General's Agency at Moorshedabad.
3. Affairs of the King of Oudh.
4. Governor-General's Agency with the King of Oudh.
5. Pensions of members of the Mysore Family (descendants of Tippoo Sultan).

6. Affairs of Bhootan.
7. Boundaries between Native States and British Territory,
8. Cuttack Tributary States.
9. Chota Nagpore Tributary Mehals.
10. Chittagong Hill Tracts Frontier.
11. Cooch Behar State.
12. Hill Tipperah.
13. Political Agency, Hill Tipperah.
14. Sikkim.
15. Bhootan.
16. Political pensions.
17. Political prisoners.
18. Political refugees.
19. Precedence.
20. Titles and titular distinctions.
21. Khilluts.
22. Consular appointments.
23. Medals.

JAILS.

1. Jails.
2. Subsidiary Jails.
3. Reformatories.
4. Epidemics in Jail.
5. Jail manufactures
6. Transportation of convicts.
7. Insane prisoners.

RAGISTRATION.

1. Registration of Assurances.

2. Act X of 1866 (The Indian Companies Act.)
3. Registration offices and buildings.
4. Appointment of Sub-Registrars.

(9.) Letters on the following subjects should be addressed to the Secretary to the Government of Bengal in the appointment Department :—

1. Appointment, transfer, promotion, and leave of Gazetted officers of all branches of the Service.
2. Nomination rolls of canoongoes.
3. Appointment of Justices of the Peace, and Members of School Examination and Road Cess Committees.
4. Investment of officer with powers not specially connected with particular departments.
5. Admission of officers into the service of Government after they have passed the age of 25 years.
6. Retention of officers in the service of Government after they have attained the age of 55 years.
7. Supply of the Civil List and Financial Codes and all questions relating to the former.
8. History of the services of gazetted officers.
9. Departmental examinations, and examination in frontier and tribal languages.
10. Reports of making over and taking over charge of office.

210. NOTIFICATION No. 1029, *dated, June 10th* 1881.

I. G. PART I *p.* 227.

The rules regarding allowances to public officers travelling on duty by railway shall apply to such officers for journeys by steam tramways, but those officers who, under such rules, are entitled to travelling allowance at mileage rates shall be permitted to draw in lieu thereof the allowances shown below.

In lieu of mileage of 3 annas ... double 1st class fare
„ „ one and half annas „ 2nd „

211. NOTIFICATION No. 1361, *dated, June 24th* 1881.

I. G. PART I *p.* 264.

Remits the Court fees payable under clauses 6, 7 and 9 of Schedule I. of the Act on copies furnished by the Civil and Criminal Courts for the private use of persons applying for them.

This notification shall not be deemed to exempt copies furnished thereunder from the payment of the fees chargeable on such copies when filed, exhibited or recorded in a Court of Justice or received by a public officer.

212. CIRCULAR No. 33 J, *dated, June 27th* 1881.

When any Government servant is dismissed for an offence for which he is liable to be prosecuted, but it is thought inexpedient to prosecute him, the reasons for so thinking should be recorded at the time of passing the order of dismissal and those reasons, together with

any report that may be subsequently made, should be forwarded to Government. If there is no objection to such a course the reasons should be included in the order of dismissal of which the dismissed shall have a copy.

213. CIRCULAR No. 34 P, *dated, June 28th* 1881.

Water clocks for use at Moonsifees can be had at 2½ Rupees in the Alipore Jail.

214. NOTIFICATION No. 37 J, *dated, July 1st* 1881.

All District Judges in Bengal are empowered to appoint commissioners to administer oaths on affidavits made under the C. C. P. (see Section 197.)

215. LETTER No. 20, *dated, August 5th* 1881.

The words "Fort William" should not be written on covers intended for any office in Calcutta. Where these words are printed on covers they should be struck out by hand, and the simple address "Calcutta" will be sufficient.

216. CIRCULAR No. 46 J, *dated, August 20th* 1881.

Process serving peons of all Civil Courts at the Sudder station except Small Cause Courts should be placed under the direct control of the District Judge. Their pay bills will be drawn out by him and their appointments also will rest in his hands. But the peons of the Moonsiff's courts should be kept distinct, and as far as possible under the control of those officers themselves. In case of vacancies the nomination of

new peons should rest in their hands subject to confirmation by the District Judge.

217. NOTIFICATION No. 2778, *dated, September 2nd* 1881.

I. G. PART I *p.* 365

Remits the stamp duty chargeable under Act I of 1879 on istruments executed by Government officers, and their sureties, to secure the due accounting for property received by such officers by virtue of their office.

218. CIRCULAR No. 47 *J, dated, 7th September* 1881.

There is no objection to ministerial officers holding or even acquiring immoveable property in the district in which they are employed, provided that in purchasing it they do not violate the provisions of Government Circular No. 99 of August 21st 1873.

219. CIRCULAR No. 31, *dated, September 9th* 1881.

An order for increase of pay shall have no retrospective effect, except in special cases.

220. CIRCULAR No. 14 A, *dated, September 19th* 1881.

A person appointed to an office, for joining which he would be entitled to receive travelling allowance, if the journey were performed by road or rail, shall, when the journey is performed by sea or in a river steamer, be entitled to the allowances which would be granted to him for the same journey if performed on duty after he had joined the office.

221. Circular No. 6 *P*, *dated*, *September* 19*th* 1881.

No Government officer shall be at liberty to divulge any portion of the instructions received by him in his official capacity or make public any documents or papers that may come into his possession in the discharge of his duties unless he is specially authorized so to do. The mere absence of a direction to keep it secret is never to be considered as sufficient authority for the purpose.

222. Circular No. 15 A, *dated*, *September* 22*nd* 1881.

Rules regarding travelling allowances for ministerial and menial officers when travelling by railway on duty, or on transfer from one office to another, in supersession of all previous ordes relating to this subject.

(1.)—For an officer whose service is superior under the Civil Pension Code.

At the option of the officer, in lieu of any daily or monthly travelling allowance to which he may be otherwise entitled; if the officer's salary is not less than Rs. 50 a month, second class fare; or where there are only two classes, upper class fare; if the officer's salary less than Rs. 50, but not less than Rs. 10 a month, intermediate class fare, or, if there be no intermediate class accommodation in the train by which he is required to travel, third, or, where there are only two classes, lower class fare.

(2.)—For an officer whose service is inferior under

the Civil Pension Code, in addition to any daily or monthly travelling allowance to which he may be otherwise entitled—the fare of the lowest class in the train by which he may be ordered to proceed, whether called lower, third or fourth class.

(3.)—If the journey involves the absence of the officer from his head-quarters or standing-camp for one or more nights, so as to make it necessary for him to carry with him servants and baggage, double the fare to which he would otherwise be entitled may, at the discretion of his superior officer, be granted to him.

(4.)—An officer in superior service may not, except as provided in para. 4, charge railway fare on any day for which he receives travelling allowance at the daily or monthly rate.

(5.)—If an officer in superior service is required to travel on one day partly by railway and partly otherwise, or to make a railway journey in the course of another journey, or of a tour, then, at the discretion of his superior officer, he may be reimbursed his actual expenses, not exceeding, on the whole, the amount to which he is entitled under para 1 or 2 of this resolution added to the amount to which he would be otherwise entitled, for the period occupied by the journey by railway, as daily or monthly (contract) allowance.

223. NOTIFICATION No. 3222, *dated, September 23rd* 1881.

I. G. PART I *p* 429.

All mileage rates of travelling allowance for public

officers travelling by rail are abolished. Public officers entitled under existing rules to a mileage rate for such journey shall in lieu of such rate draw the allowances shown below :—

In lieu of a mileage of 3 annas ... double 1st class fare.

" " " less than 3 annas and not less than $1\frac{1}{2}$ as. } " 2nd class "

223A. NOTIFICATION, *dated, September 30th* 1881.

C. G. PART I *p* 915.

When in any suit or proceeding a local investigation for any of the purposes specified in Section 392 C. C. P., is deemed necessary, the Court shall, before issuing a commission, apply to the District Judge for his instructions regarding the particular person whose services are available for that duty, and shall issue a commission in accordance with his nomination.

224. CIRCULAR No. 30, *dated, October 18th* 1881.

Rules prescribed in supersession of the rules promulgated by the notification of the 3rd December 1858 regarding sale of property to natives by European public servants of all descriptions, Civil, Military and Uncovenanted.

(*a*). Whenever a public servant wishes to dispose of a house, bungalow, elephant, horse or carriage, or other valuable property, to any native within his jurisdiction, or within the limits of the district in which he is employed, and from which he is not about to remove,

he must report his intention to the Local Government stating the facts and circumstances and the price offered for the article to be sold. The Local Government will then pass such orders on the reference as may seem fit and proper.

(*b*). Whenever a public servant is about to quit his station or district permanently, or for a considerable period, and wishes to dispose of any such property to native purchasers, he shall report his intention to the Commissioner or the head local authority to which he is subordinate, and that authority will use its discretion in allowing the transaction, or in reporting the circumstances to the Local Government for orders.

(*c*). Whenever a public servant, on quitting his station or district, wishes to dispose of his furniture, household goods, live stock, &c., he may do so either by circulating lists of such property amongst the community generally, or by public auction, without reference to any authority whatever. The transaction should be open and patent to every body on the spot.

(*d*). Rule No. (*a*) is to be considered applicable to purchases equally with sales.

225. Circular No. 32, *dated, October 19th* 1881.

The pay and the allowances of an officer in an appointment, which has been sanctioned by the Government of India for a specified period only, should cease at the end of the period of sanction. If the Local Govern-

ment thinks it necessary to extend the period, it should take care to submit its application for such extention before hand.

226. NOTIFICATION No. 3681, *dated, October 20th* 1881.

I. G. PART I *p.* 516.

Remits the fees payable under Act I class (*b*), para 2, of Act II. of Court fees act on applications for orders for the payment of Civil deposits in cases in which the deposits do not exceed Rs. 25 in amount.

227. CIRCULAR No. 35, *dated, October 28th* 1881.

No officer shall issue duplicates or copies of receipts or vouchers in lieu of those alleged to be lost or missing. If any necessity for such a document arises, he may issue a certificate stating that he finds from his accounts (or other records) that on a specified day he received from or paid to A. B., a certain summon a certain account. This order does not apply to cases where under existing rules duplicates are required to be prepared with the originals, but only prohibits the issue of duplicates on the allegation that the originals have been lost.

228. NOTIFICATION No. 2788, *dated, November 2nd* 1881.

I. G. PART I *p.* 366.

For the purpose of railway accomodation of public officers travelling on duty by railways where there are only two classes (upper or first class, and lower or second class) the upper class of such railways is to be considered the equivalent of both first and second classes

on other railways when there are more than two classes.

229. CIRCULAR No. 36, *dated, November 4th* 1881.

No public officer who is supplied with funds from the public treasury, or who, in the exercise of his duty, receives money on the part of Government, either in deposit or as revenue, shall open an account with a Bank in respect of such funds or money, without the previous consent of the officer to whose audit he is subject.

230. CIRCULAR No. 32, *dated, November 5th* 1881.

Wax cloth should be used only as the inside covering of articles sent by post and the stamps should be fixed upon the outer covering of paper or some other stuff upon which the stamps may adhere well.

231. CIRCULAR No. 61 J, *dated, November 21st* 1881.

All Government pleaders in the Lower Provinces of Bengal are appointed to be *ex-officio* Public Prosecutors in the districts in which they hold the office of Government Pleader (Sec. 57 C. C. P.)

232. NOTIFICATION No. 232 I J, *dated November 25th* 1881.

I. G. PART I *p.* 589.

Summonses issued by any Court in Mysore may be sent to Courts in British India and served as if they had been isssued by such Courts.

233. NOTIFICATION No. 233, I. J, *dated November 25th* 1881.

I. G. PART I *p* 589.

Decrees of the Civil and Revenue Courts of Mysore

may be executed in British India as if they had been made by Courts of British India.

234. CIRCULAR No. 27 *dated, December 6th* 1881.

No general order is issued under cl. (*b*) of Sec. 3 of Act XI. of 1881, but His Excellency in Council will take action under that clause if any case of inordinate assessment of Government property is brought to his notice for which redress cannot be obtained under the ordinary municipal law.

235. CIRCULAR No. 19 A, *dated, December 6th* 1881.

No officer who, while on privilege leave obtains a certificate to the effect that he is incapable of work and requires leave for a lengthened period, should be allowed even for a single day, to rejoin his office (the duties of which it may be presumed that he is physically unfit to perform) before the expiration of his privilege leave, and he should not then be permitted to proceed on furlough on medical certificate.

236. CIRCULAR No. 18 A, *dated, December 6th* 1881.

If an officer is ordered to proceed to a distant station as quickly that he is obliged to send his tents and horses by rail or steamer, he may under the special sanction of the Local Government recover the actual cost of their carriage in addition to his authorised travelling allowances: provided that no officer who is in receipt of a fixed tentage may be reimbursed the cost of carrying his tents by railway or steamer.

237. CIRCULAR No. 47, *dated, December 30th* 1881.

Superintendents of stationery should supply 20 per cent of the requisitions made on them for envelopes of English paper, provided the quantity stated in those requisitions does not exceed the average quantity hitherto supplied. Where the quantity is in excess of present requirements, a further proportional reduction should be made. The balance of the indents should consist of envelopes of Indian paper.

238. CIRCULAR No. 2 J, *dated, January 4th* 1882.

All letters and copies of papers should be carefully compared and examined before issue. The instructions contained in circular No. 20, dated 6-7-72 (No. 47.) should be strictly and carefully observed.

239. CIRCULAR No. 1, *dated, January 6th* 1882.

Judges are to exercise careful and personal supervision over the preparation of indent for forms.

240. CIRCULAR No. 4, *dated, January 28th* 1882.

The rules laid down in the Circular No. 30, dated 18-10-81, (No. 224), are not applicable to *bona fide* transactions with regular dealers.

241. CIRCULAR No. 8, *dated, March 2nd* 1882.*

Moonsiffs may be appointed as members of district road-cess or municipal committies but they cannot be elected to fill the office of Vice Chairman.

* A sole Munsiff in a station should not be Municipal Commissioner nor a Member of Road-cess Committee, unless he has leisure for such duties (H. C. G. L. No. 2 dated 29-1-77).

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